

Chisholm School District School Board Meeting Agenda

Monday, March 13, 2023 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

VI. Consent Agenda

A. Minutes of the February 27, 2023 Regular Meeting	4
Accounts Payable for the Month of February in the amount of \$658,381.66	
Payrolls for the Month of February in the amount of \$304,210.91	
Electronic Fund Transfers for the Month of February 2023 in the amount of \$755,581.18.	

Attachments:

SBM 2/27/23	4
February AP	7
February Payroll	13
February Transfers (1)	14

VII. Action Agenda

A. Motion to accept the resignation for the purpose of retirement from Adrian Norman, Superintendent of Schools, effective June 30, 2023.	15
Attachments:	
A.N. Resignation for the purpose of retirement	15
B. Motion to accept the resignation of Beth Sullivan, Elementary Special Education Teacher, Vaughan Steffensrud, effective June 2, 2023.	16
Attachments:	
B. Sullivan Resignation	16
C. Motion to approve the hiring of Haylee Baker to Job #202 Paraprofessional Vaughan Steffensrud, effective March 13, 2023.	17
Attachments:	
Hire H. Baker to Job #202	17
D. Motion to approve payment to Barbara Darland, Darland Marketing Solutions LLC in the amount of \$47,200 for branding and strategic communication for the Chisholm School District as presented.	18
Attachments:	
Barbara Darland, Darland Marketing Solutions LLC proposal	18
E. First Reading of Policy 420	22
Attachments:	
Policy 420	22
F. First Reading of Policy 421	26
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Policy 421	26
G. First Reading of Policy 422	28
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Policy 422	28
H. First Reading of Policy 423	29
Attachments:	
Policy 423	29
I. First Reading of Policy 424	33
Attachments:	
Policy 424	33
J. First Reading of Policy 427	35

Attachments:	
Policy 427	35
VIII. Discussion	
IX. Information	
A. Enrollment Numbers	37
Attachments:	
3/2023 School Enrollment	37
X. Adjourn	

February 13, 2023

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on February 27, 2023, in the Elementary Board Room. Members present: Directors Sauter, Rice, Lappi, Corradi Simon, Casey, and Chair Rahja.

Public Comment: None

Recognition of Guests and Visitors: Nick Ferrell and Matthew Bauer from Dwight Swanstrom Co. addressed the board regarding insurance.

APPROVE AGENDA

Moved by Director Corradi Simon, supported by Director Lappi to approve the agenda with the following changes: Remove Item B from Personnel. Motion carried unanimously.

APPROVE CONSENT AGENDA

Moved by Director Casey supported by Director Randa Sauter and approved unanimously to approve the Consent agenda which consists of the Minutes from the February 13, 2023, regular meeting.

REPORTS

Superintendent Norman addressed the board regarding the following: Staff from across the district gave feedback to ARI/InGensa after school tours. Received media tower agreement. Feb. 21st the HS had a scheduled lockdown with Police canine unit. Discussed the options for summer camps with neighboring districts. ARCC is making process to get back up and running with safety protocols in place.

HS-Miss MN toured the campus and talked to classes. 3rd qtr. midterms were distributed 2/21/23. Ms. Carroll is hoping to add CIS for next year. Schedule is almost complete for next year.

CE/VS-5th grade is heading to Starbase, Conferences went well with a good turn out. May spring concert is scheduled, Schoology training continues, KG registration will start soon, the school tours was very beneficial.

AD-Jersey Updates, New Bluestrak store Grand Opening, Sean Fleming-Excel Award Recipient, Bluestreak Golf Scramble.

Mike Fredeen addressed the board regarding the following: IEA Site visit summary, Auditorium wall repair complete and shells, Annual ELU inspections, Security/Fire Panel Communications, Phones hoping to be installed in March.

Personnel:

ACCEPT THE RESIGNATION ANN MARIE LUBOVICH

Moved by Director Corradi Simon supported by Director Rice to accept the resignation for the purpose of retirement from Ann Marie Lubovich, Music Teacher, effective June 2, 2023. Motion carried unanimously.

HIRE EBONY JOHNSON

Moved by Director Corradi Simon supported by Director Lappi to approve the hiring of Ebony Johnson to Job #215, Business Manager, effective February 27, 2023. Motion passed with a 5/0 vote with Director Randa Sauter abstaining.

ACCEPT THE RESIGNATION BAILEY JACOBSON

Moved by Director Casey, supported by Director Corradi Simon, to accept the resignation from Bailey Jacobson, ECFE Classroom Assistant, effective March 3, 2023. Motion carried unanimously.

HIRE BRITTANY GRINDE-LARSON

Moved by Director Lappi, supported by Director Corradi Simon, to approve the hiring of Brittany Grinde-Larson to Job #219, ECFE Classroom Assistant, effective February 27, 2023. Motion carried unanimously.

Administrative Business:

ACCEPT THE AMERICAN INDIAN AIPAC AND DISTRICT COMPLIANCE DOCUMENTATION AND RESOLUTION OF CONCURRENCE AS PRESENTED

Moved by Director Corradi Simon, supported by Director Randa Sauter, to accept the American Indian AIPAC and District Compliance Documentation and Resolution of Concurrence as presented. Motion carried unanimously.

APPROVE PROPOSAL FROM DARLAND MARKETING SOLUTIONS LLC

Moved by Director Randa Sauter, supported by Director Corradi Simon to table the motion until the presenter can attend to explain in more detail to the board. Motion carried unanimously.

APPROVE POLICY 401 EQUAL EMPLOYMENT OPPORTUNITY

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 401 Equal Employment Opportunity. Motion carried unanimously.

APPROVE POLICY 402 DISABILITY NONDISCRIMINATION

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 402 Disability Nondiscrimination. Motion carried unanimously.

APPROVE POLICY 403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 403 Discipline, Suspension, and Dismissal of School District Employees. Motion carried unanimously.

SE APPROVE POLICY 404 EMPLOYMENT BACKGROUND CHECKS

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 404 Employment Background Checks. Motion carried unanimously.

APPROVE POLICY 405 VETERANS' PREFERENCE

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 405 Veteran's Preference. Motion carried unanimously.

SEC APPROVE POLICY 406 PUBLIC AND PRIVATE PERSONNEL DATA AND FORM

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 406 Public and Private Personnel Data and Form. Motion carried unanimously.

APPROVE POLICY 407 EMPLOYEE RIGHT TO KNOW- EXPOSURE TO HAZARDOUS SUBSTANCES

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 407 Employee Right to Know-Exposure to Hazardous Substances. Motion carried unanimously.

APPROVE POLICY 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Chair Rahja presented the second reading of Policy 408 Subpoena of a School District Employee. Motion carried unanimously.

APPROVE POLICY 409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations. Motion carried unanimously.

APPROVE POLICY 412 EXPENSE REIMBURSEMENT

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 412 Expense Reimbursement. Motion carried unanimously.

APPROVE POLICY 807 HEALTH AND SAFETY

Moved by Director Rice, supported by Director Randa Sauter to approve Policy 807 Health and Safety. Motion carried unanimously.

Discussion: None

Information:

- InGensa/ARI updates and meeting notes
- IEA Site Visit Summary
- Working Session 3/13/2023 4:00 PM
- Taconite Tax Bill Update
- Enrollment numbers

ADJOURN

Moved by Director Randa Sauter, supported by Director Corradi Simon to adjourn the meeting at 5:49 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Summary of Payments Issued:

FEBRUARY Accounts Payable Checks	\$213,830.54
FEBRUARY Accounts Payable Wires	<u>\$90,380.37</u>
Total Accounts Payable	\$304,210.91

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
0695	36459	10	67678	02/03/2023	Check	1	01600		CHISHOLM CITY OF	USD	Yes	No	Yes				
														61538	202308	02/03/2023	17,756.25
														61538	202308	02/16/2023	(17,756.25)
									Payment Total:								0.00
0695	36473	10		02/16/2023	Wire	1	3881	R1	WEX HEALTH INC	USD	Yes	No	Yes				
														61553	202308	02/16/2023	220.00
														61553	202308	02/16/2023	(220.00)
									Payment Total:								0.00

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
10		36458		Wire	1 06857		NORTHEAST SERVICE COOP - INSUR		No	No	No	02/02/2023	56,575.62
10		36473		Wire	1 3881	R1	WEX HEALTH INC		Yes	No	Yes	02/16/2023	0.00
10		36474		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	02/16/2023	145.75
10		36552		Wire	1 3881		WEX HEALTH INC		No	No	No	02/24/2023	33,659.00

Bank Total: \$90,380.37

Report Total: \$90,380.37

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	36525	67690	Check	1	3045		AARON DONAIS	Yes	No	No	USD	02/16/2023	158.00
		36541	67691	Check	1	3801		ADAM C ROEN	Yes	No	No	USD	02/16/2023	85.00
		36471	67685	Check	1	3765		ALEX KACZOR	Yes	No	No	USD	02/13/2023	2,330.00
		36463	67676	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	02/03/2023	42.30
		36511	67692	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	02/16/2023	2,217.46
		36499	67693	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	02/16/2023	508.75
		36528	67694	Check	1	3176		ANGELA TRESEMER	Yes	No	No	USD	02/16/2023	950.00
		36532	67695	Check	1	3220		APG MEDIA OF MN	Yes	No	No	USD	02/16/2023	8.55
		36542	67696	Check	1	3815		ARCHIE WINANS	Yes	No	No	USD	02/16/2023	173.00
		36462	67677	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	02/03/2023	1,195.14
		36508	67697	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	02/16/2023	598.23
		36549	67698	Check	1	3918		AUGSBURG UNIVERSITY	Yes	No	No	USD	02/16/2023	4,704.83
		36475	67699	Check	1	00687		BEMIDJI STATE UNIVERSITY	Yes	No	No	USD	02/16/2023	2,996.92
		36517	67700	Check	1	2653		BLICK ART MATERIALS	Yes	No	No	USD	02/16/2023	82.48
		36466	67683	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	02/13/2023	310.20
		36467	67684	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	02/13/2023	2,959.00
		36469	67686	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	02/13/2023	11,676.00
		36533	67701	Check	1	3375		BOBCAT OF DULUTH	Yes	No	No	USD	02/16/2023	1,248.20
		36509	67702	Check	1	2375		BRIAN KARICH	Yes	No	No	USD	02/16/2023	321.00
		36545	67703	Check	1	3871		BRIAN SKADSEM	Yes	No	No	USD	02/16/2023	160.00
		36535	67704	Check	1	3519		BRYAN FIDELDY	Yes	No	No	USD	02/16/2023	203.00
		36519	67705	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	02/16/2023	200.00
		36478	67706	Check	1	01612		C & J INTERIORS	Yes	No	No	USD	02/16/2023	313.43
		36521	67707	Check	1	2870		CASEY'S	Yes	No	No	USD	02/16/2023	63.63
		36477	67708	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	02/16/2023	7,335.43
		36476	67709	Check	1	01525		CHISHOLM TIRE SHOP	Yes	No	No	USD	02/16/2023	50.00
		36470	67687	Check	1	3578		CLOSE UP FOUNDATION	Yes	No	No	USD	02/13/2023	13,821.00
		36518	67710	Check	1	2668		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	02/16/2023	1,044.63
		36531	67711	Check	1	3202		CORY SANTELLI	Yes	No	No	USD	02/16/2023	361.00
		36516	67712	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	02/16/2023	1,583.20
		36529	67713	Check	1	3190		DANIELL PERSONS	Yes	No	No	USD	02/16/2023	208.00
		36513	67714	Check	1	2485		DAVIS LAMPPA	Yes	No	No	USD	02/16/2023	93.00
		36479	67715	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	02/16/2023	156.54
		36523	67716	Check	1	3038		ELIZABETH A COLLINS	Yes	No	No	USD	02/16/2023	132.00
		36539	67717	Check	1	3797		ELSMORE SWIM SHOP	Yes	No	No	USD	02/16/2023	713.60
		36497	67718	Check	1	1566		ESC SYSTEMS	Yes	No	No	USD	02/16/2023	1,365.16
		36534	67719	Check	1	3473		FRANK IVANCICH	Yes	No	No	USD	02/16/2023	188.00
		36482	67720	Check	1	03570		GRAINGER	Yes	No	No	USD	02/16/2023	1,211.38
		36496	67721	Check	1	1375		HOGLUND BUS CO INC	Yes	No	No	USD	02/16/2023	1,626.93
		36483	67722	Check	1	04212		INAC, INC	Yes	No	No	USD	02/16/2023	33,762.05
		36537	67723	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	02/16/2023	349.96

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	36484	67724	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	02/16/2023	11,599.00
			36512	67725	Check	1	2439		JAY WETZEL	Yes	No	No	USD	02/16/2023	321.00
			36514	67726	Check	1	2487		JEFFERY VLATKOVICH	Yes	No	No	USD	02/16/2023	158.00
			36536	67727	Check	1	3750		JERRY SCOTT CASEY	Yes	No	No	USD	02/16/2023	300.00
			36494	67728	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	02/16/2023	4,700.27
			36481	67729	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	02/16/2023	909.16
			36465	67679	Check	1	3175		JULIE SCHELDE	Yes	No	No	USD	02/03/2023	868.00
			36540	67730	Check	1	3799		KASSIDY W COOK	Yes	No	No	USD	02/16/2023	206.00
			36527	67731	Check	1	3093		KEVIN WHITE	Yes	No	No	USD	02/16/2023	391.00
			36510	67732	Check	1	2409		KURT SCHNEIDER	Yes	No	No	USD	02/16/2023	158.00
			36524	67733	Check	1	3041		KYLE D LAMPPA	Yes	No	No	USD	02/16/2023	204.00
			36486	67734	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	02/16/2023	11.98
			36485	67735	Check	1	05201		LAKESHORE	Yes	No	No	USD	02/16/2023	552.82
			36505	67736	Check	1	2232		LOWE'S	Yes	No	No	USD	02/16/2023	210.21
			36553	67767	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	02/24/2023	2,500.06
			36487	67737	Check	1	05971		MARY'S LAKE STREET FLORAL	Yes	No	No	USD	02/16/2023	200.00
			36507	67738	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	02/16/2023	16,972.30
			36520	67739	Check	1	2860		MENARDS - VIRGINIA	Yes	No	No	USD	02/16/2023	79.80
			36498	67740	Check	1	1584		MID-AMERICAN RESEARCH CHEMIC	Yes	No	No	USD	02/16/2023	1,486.22
			36500	67741	Check	1	1895	R1	MIDWEST BUS PARTS INC	Yes	No	No	USD	02/16/2023	220.81
			36456	67674	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	02/02/2023	2,171.62
			36543	67742	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	02/16/2023	4,750.00
			36544	67743	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	02/16/2023	3,000.00
			36461	67680	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	02/03/2023	9,731.76
			36502	67744	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	02/16/2023	5,800.17
			36488	67745	Check	1	06375		MN-POWER	Yes	No	No	USD	02/16/2023	17,756.25
			36506	67746	Check	1	2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	02/16/2023	1,126.50
			36538	67747	Check	1	3795		MN TRUE TEAM TRACK & FIELD	Yes	No	No	USD	02/16/2023	130.00
			36515	67748	Check	1	2547		NASCO	Yes	No	No	USD	02/16/2023	216.64
			36468	67688	Check	1	06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	02/13/2023	8,219.50
			36554	67768	Check	1	2169		PAM PIOSKE	Yes	No	No	USD	02/24/2023	341.92
			36472	67689	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	02/14/2023	1,519.98
			36489	67749	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	02/16/2023	42.12
			36480	67750	Check	1	03061	R1	REALLY GOOD STUFF, LLC	Yes	No	No	USD	02/16/2023	130.92
			36526	67751	Check	1	3088		ROBERT DOUGLAS OTT	Yes	No	No	USD	02/16/2023	158.00
			36503	67752	Check	1	2121	R1	SCHMITT MUSIC	Yes	No	No	USD	02/16/2023	412.64
			36490	67753	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	02/16/2023	36.78
			36457	67675	Check	1	3917		SOUTH RIDGE SCHOOL	Yes	No	No	USD	02/02/2023	50.00
			36546	67754	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	02/16/2023	1,320.47
			36491	67755	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	02/16/2023	624.21
			36501	67756	Check	1	1899		SUNRISE BAKERY	Yes	No	No	USD	02/16/2023	127.25

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	Pmt/Void Date	Amount
0695		10	36464	67681	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	02/03/2023	3,789.89
			36522	67757	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	02/16/2023	5,351.66
			36495	67758	Check	1	1181		TROMCO ELECTRIC, INC	Yes	No	No	USD	02/16/2023	462.50
			36492	67759	Check	1	10137		UNITED TRUCK BODY CO INC	Yes	No	No	USD	02/16/2023	28.66
			36550	67760	Check	1	3919		UNIV OF MN CROOKSTON	Yes	No	No	USD	02/16/2023	3,510.00
			36551	67766	Check	1	3919		UNIV OF MN CROOKSTON	Yes	No	No	USD	02/23/2023	1,725.00
			36548	67761	Check	1	3916		UNIVERSITY OF JAMESTOWN	Yes	No	No	USD	02/16/2023	209.67
			36460	67682	Check	1	10275		VAALER INSURANCE INC	Yes	No	No	USD	02/03/2023	943.00
			36493	67762	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	USD	02/16/2023	100.00
			36504	67763	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	USD	02/16/2023	56.80
			36547	67764	Check	1	3896		WAYNE LOEFFLER	Yes	No	No	USD	02/16/2023	85.00
			36530	67765	Check	1	3191		WILLIAM FLOERSHEIM	Yes	No	No	USD	02/16/2023	346.00
Bank Total: 10														\$213,830.54	
Report Total:														\$213,830.54	



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

March 13, 2023

To: Adrian Norman
Superintendent

The following is a summary of payrolls for the month of February 2023.

February Payrolls

February 15 payroll	\$ 315,486.24
February 28 payroll	\$ 342,895.42

Total Payrolls	\$ 658,381.66
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Alex Kaczor
Business Manager
AK:kk

INDEPENDENT SCHOOL DISTRICT NO. 695
CHISHOLM PUBLIC SCHOOLS
CHISHOLM, MN 55719

February 2023

SUMMARY OF ELECTRONIC FUND TRANSFERS

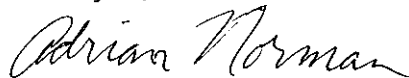
	Amount		From	To	Purpose
	\$ 90.30		Park State Bank	Bremer Bank	Direct Deposit Payment
	\$ 4.22		Park State Bank	Merchant Bankcard	Community Ed. - Web Store Monthly Charges
	\$ 466.66		Park State Bank	Trans First Bank	Activities Office - Monthly Service Charge
	\$ 20.00		Park State Bank	Gateway Services - R Schools Today	Activities Office - Monthly Service Charge
	\$ 750,000.00		PMA Financial Network	Park State Bank	Operating Transfer
	\$ 5,000.00		Park State Bank	MN State Retirement System	Health Care Savings Plan
	\$ -		PMA Financial Network	U.S. Bank	Debt Service Transfer
	\$ -		MN Liquid Asset Fund	Park State Bank	Investment to Cash
Total -	\$ 755,581.18				

March 1, 2023

Chisholm School Board,

After a career spanning 30 years in Education, I am planning on retiring. Please accept my resignation as Superintendent of Schools effective June 30th, 2023. I have appreciated my time working with the community, school district employees, the school board, and the students. I will continue to do everything possible to help in the transition and support the new hire. Thank you for the opportunity to serve the Chisholm School District.

Thank you,

A handwritten signature in cursive script that reads "Adrian Norman".

Adrian Norman

March 2, 2023

Mr. Adrian Norman
Superintendent
Chisholm Public School District
Chisholm, MN

Dear Adrian,

I am writing to inform you that I am resigning my position as Special Education Teacher at Vaughan-Steffensrud Elementary School, effective June 2, 2023. I am resigning my position because I have accepted another position out of state. Thank you for the opportunity to work within Chisholm Public Schools.

Sincerely,

A handwritten signature in cursive script that reads "Beth A. Sullivan".

Beth A. Sullivan

Recommendation to Hire

Position: Job #202 Paraprofessional, Vaughan Steffensrud

Posting duration: Posted-8/25/22 still current

Advertising Location: Indeed/Website

Number of Qualified: 3

Licensed Applications: NA

Interview committee Names: Karla Winter/Robbi Albert

Recommended for hire: Haylee Baker

Supervisor: Adrian Norman

Chisholm ISD 695 pre-K to 6 Elementary School Proposal
Branding and Strategic Communications Proposal

February 23, 2023

TO: Adrian Norman, Superintendent Chisholm Public School &
Chisholm Public Schools Board

FROM: Barbara Darland, Darland Marketing Solutions LLC

RE: **Chisholm Public Schools: Communications & Branding Proposal**

Thank you for considering Darland Marketing Solutions LLC for Branding and Strategic Communications for the Chisholm School District. We believe we can help you build on the success of your referendum and strengthen your district's reputation as you embark on the next chapter of Chisholm School District's story.

Our team of marketing professionals has vast experience spanning the public and private sector. With our knowledge and skills, we bring a broad perspective to support the Chisholm School District's vision for the future.

This proposal outlines our recommended approach and a budget estimate for your planning purposes. I am happy to answer any questions you may have.

We are asking that the Chisholm Public School Board vote on this proposal at its February 27, 2023 meeting.

Warm regards,



Barbara Darland
Darland Marketing Solutions LLC

Your Strategic Marketing Team

	<p>BARBARA DARLAND is a high-energy and positive-minded professional with strong creative, organizational, and project management skills. As a seasoned veteran in the marketing industry, her proven leadership abilities, expertise in coordinating complex projects and big-picture vision drive impressive results for her clients. Barb's passion for excellence, contagious enthusiasm, and a vast array of cross-industry skills are just a few exemplary assets she brings to any project she embarks on. Barb lives in Duluth with her husband. She is a founding member of the Duluth Central Alumni Association, which seeks to preserve the history of the historic high school. She also loves to golf.</p>
	<p>SALLY CARLSON is a strategic writer and communicator. Her extensive background in content strategy, strategic planning and project management allows her to spearhead high-level projects. Sally holds an M.A. in Strategic Communication from the University of Minnesota, Twin Cities and has been the lead content strategist at Giant Voices, a Duluth-based strategic marketing firm, since 2015. She enjoys creating audience personas and writing powerful content that inspires take action. Sally has developed successful marketing and public relations strategies for clients in a variety of industries including natural resources, energy, healthcare, technology, economic development and tourism. Sally lives in Minneapolis with her husband, two daughters and a quirky dog.</p>
	<p>MICHELLE VIPOND is a senior-level creative director with proven success in developing impactful design solutions across numerous channels. She has worked on a wide variety of brand development projects that included the evolution of, or creation of, unique and meaningful logos. One of her favorite projects was for the Youth Hockey Program in the Bloomington Jefferson district, and she's worked on many iconic and independent brands, including Target, 3M, St. Jude Medical, Famous Dave's BBQ, North Shore Federal Credit Union, Davanni's, and Greatbatch. Michelle's diverse portfolio includes online advertising, social posts, LDC motion graphics, and digital projects.</p>

**CHISHOLM BLUESTREAKS LOGO:
CREATING A NEW VISION!**



This is an exciting time in Chisholm Public School's storied history. When the new elementary school becomes part of the new Chisholm School campus in the fall of 2025, children of all ages will proudly carry the Bluestreak Pride throughout their entire K12 academic careers and beyond. Let's create a new vision for these young people!

Collaborating with students, educators and staff in the modernizing of the logo will bring renewed excitement to the new campus and brand. The goal is to create a logo that everyone in the community can rally behind for decades to come.

Below are project details and timeline ending in August 2023. This fast timeline is meant to be rolled out over the 2023/2024 school year, so it is fully integrated for the 2025 preK-6 elementary school opening.

Logo: Project Details (March-August 2023):

- Preparation, planning, coordination, research, client communication
- Logo interview w/team: staff, students, board via zoom
- Logo development (2 designs) including recommended colors, fonts, tone and feel
- Virtual presentation of logo ideas
- Selection of logo by Bluestreaks team
- Logo revision - one round
- Virtual presentation of final logo for approval
- Creation of all new collateral, including logo style sheet, printer-ready files for letterhead, envelopes and business cards and email template, if desired
- Public roll out of the new logo via press release, local media, email, social media

Additional Expenses Outside Scope:

- Mileage and incidental costs for in-person meetings
- Printing, postage, video production expenses, etc. are not included in this proposal

Brand/Logo Investment: \$20,000

**CHISHOLM BLUESTREAKS COMMUNICATIONS PLAN:
IT'S TIME TO SHARE THE GOOD NEWS!**

The communications plan leading up to the opening of the new preK-6 elementary school is a longer, more involved public process.

Our anticipated vision is to engage the media to share the good news of Chisholm Public Schools' construction and programming on a quarterly basis from 2023-2025 (12 total quarters).

In doing so, we will be in monthly contact with the Superintendent so we can garner the information we need to prepare for public media releases and/or events. We will develop a list of topics and content that can be used throughout the existing Chisholm Public Schools' current social channels and website as well.

InGensa will be financially offsetting the overall investment by taking on the cost of communications related to the construction process and referendum. (see below).

Communications Plan: Project Details (March 2023-December 2025):

- Project Management: preparation, planning, coordination, client communication
- Interviews: 1-3 interviews per quarter
- Content creation: 1 article, 1 press release, 1 e-newsletter per quarter
- PR/Media Outreach: sharing articles and press releases with local media outlets, amplifying stories with social media post and web content recommendations

Additional Expenses Outside Scope:

- Mileage and incidental costs for in-person meetings
- Printing, postage, video production expenses, etc. are not included in this proposal
- Crisis communication assistance
- Sponsorship coaching

<u>Communications Investment:</u>	\$38,000
InGensa Contribution:	-\$10,800
Total Chisholm Public Schools 3-year Investment:	\$27,200
Total Overall Post-Referendum Chisholm Public Schools Investment:	\$47,200

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

Chisholm Public Schools Independent School district No. 695

Board Policy 420

Series: 400-Employees/Personnel

Subject: 420 Students and Employees with Sexually Transmitted Infections and Diseases and Infectious Conditions

Adopted/Revised:

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B

vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

Chisholm Public Schools Independent School District No. 695

Board Policy 421

Series: 400-Employees/Personnel

Subject: 421 Gifts to Employees and School Board Members

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply

to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

422 POLICIES INCORPORATED BY REFERENCE

Chisholm Public Schools Independent School District No. 695

Board Policy 422

Series: 400-Employees/Personnel

Subject: 422 Policies Incorporated by Reference

Adopted/Revised:

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

423 EMPLOYEE-STUDENT RELATIONSHIPS

Chisholm Public Schools Independent School District No. 695

Board Policy 423

Series: 400-Employees/Personnel

Subject: 423 Employee-Student Relationships

Adopted/Revised:

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or

minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

424 LICENSE STATUS

Chisholm Public Schools Independent School District No. 695

Board Policy 424

Series: 400-License Status

Subject: 424 Equal Employment Opportunity

Adopted/Revised:

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license

appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

Chisholm Public Schools Independent School District No. 695

Board Policy 427

Series: 400-Employees/Personnel

Subject: 427 Workload Limits for Certain Special Education Teachers

Adopted/Revised:

[Note: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minnesota Statutes section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

2022-2023 Enrollment

Grade	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
VPK	13	13	13	13	14	14	14		
KG	47	47	47	48	47	45	45		
1st	48	46	46	48	46	44	45		
2nd	48	48	49	47	49	50	50		
3rd	44	43	42	44	41	42	42		
4th	52	52	52	51	52	52	53		
5th	39	39	38	39	38	38	38		
6th	46	46	46	46	47	46	47		
7th	46	45	45	46	45	46	46		
8th	76	75	75	76	74	74	74		
9th	60	59	58	60	57	55	54		
10th	57	58	58	57	58	54	54		
11th	52	53	53	52	52	52	52		
12th	43	41	40	43	40	40	40		

Total	671	665	662	670	660	662	664		