

Chisholm School District School Board Meeting Agenda

Tuesday, April 11, 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 March 27, 2023 Regular Meeting 4

Payrolls for the Month of March 2023 in the amount of \$649,571.18

Accounts Payable for the Month of March 2023 in the amount of \$671,499.62

Electronic Fund Transfers for the Month of March 2023 in the amount of \$750,508.19.

Attachments:

SBM 3/27/2023	4
AP March 2023	7
Payrolls for March 2023	15
March ETF	16

VII. Action Agenda

A. Motion to accept the resignation from Jennifer Crotteau, Key Club Advisor, High School, effective June 2, 2023.	17
Attachments:	
J. Crotteau Key Club Resignation	17
B. Motion to adopt the Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions.	18
Attachments:	
2023 Reduction Resolution	18
C. Motion to approve Policy 420 Students and Employees with Sexually Transmitted infections and Diseases and Certain other Communicable Diseases and Infectious Conditions	19
Attachments:	
Policy 420	19
D. Motion to approve Policy 421 Gifts to Employees and School Board Members	23
Attachments:	
Policy 421	23
E. Motion to approve Policy 422 Policies Incorporated by Reference	25
Attachments:	
Policy 422	25
F. Motion to approve Policy 423 Employee-Student Relationships	26
Attachments:	
Policy 423	26
G. Motion to approve Policy 424 License Status	29
Attachments:	
Policy 424	29
H. Motion to approve Policy 427 Workload Limits for Certain Special Education Teachers	31
Attachments:	
Policy 427	31
VIII. Discussion	
A. 1.Superintendent search timeline schedule a working session for the week of April 17th to determine interviews.	
2.Board training with Colossimo Law office.	

3.Meetings with Tom Watson dates to discuss collaboration efforts with Hibbing.

IX. Information

A. Enrollment Numbers

33

Attachments:

2022-23 School Enrollment

33

X. Adjourn

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on March 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: None

APPROVE AGENDA

Moved by Director Corradi Simon, supported by Director Lappi to approve the agenda with the following changes: Add Items C and D to Personnel and Items K, L, and M to Administrative Business. Motion passed by a 5/1 vote with Director Casey against.

REPORTS

Superintendent Norman addressed the board regarding CTE phone installation update, Starbase survey, Board Chair and Superintendent met with Hibbing regarding collaboration.

Principal Winter addressed the board regarding hiring a .5 Art/.5 Title teacher this fall.

Mike Fredeen addressed the board regarding the proposal for the pool filters and pumps, and DSC communications for bus communication.

APPROVE CONSENT AGENDA

Moved by Director Rice supported by Director Randa Sauter and approved unanimously to approve the Consent agenda which consists of the Minutes from the March 13, 2023.

Personnel:

ACCEPT THE RESIGNATION FROM BRADY BOEHM

Moved by Director Corradi Simon supported by Director Casey to accept the resignation of Brady Boehm as Pep Club Advisor, effective June 2, 2023. Motion carried unanimously.

ACCEPT THE RESIGNATION FROM DON LALONDE

Moved by Director Lappi, supported by Director Corradi Simon, to accept the resignation from Don LaLonde, Level I Cross Country coach, effective June 2, 2023. Motion carried unanimously.

HIRE ROBERT KEPLER

Moved by Director Casey supported by Director Randa Sauter, to approve the hiring of Robert Kepler to Job #220, Custodian/Bus Driver, HS, Afternoon shift, April 3, 2023. Motion carried unanimously. Time of hire: 5:44 PM

HIRE CHRISTINE OLSON

Moved by Director Corradi Simon, supported by Director Rice to approve the hiring of Christine Olson to Job #217, Long Term Substitute, Chisholm Elementary, effective April 11, 2023, until approximately June 2, 2023. Motion carried unanimously.

Administrative Business:

APPROVE VISION RENEW WITH BLUE CROSS BLUE SHIELD

Moved by Director Lappi, supported by Director Casey to approve the vision renewal with Blue Cross Blue Shield from September 1, 2023, to August 31, 2026, as presented. Motion carried unanimously.

APPROVE THE CONTRACT EXTENSION WITH TEACHERS ON CALL

Moved by Director Randa Sauter, supported by Director Lappi to approve the contract extension with Teachers On Call from July 1, 2023 to June 30, 2025 as presented. Motion passed with a 5/1 vote. Director Casey abstaining.

ACCEPT PROPOSAL FROM HORIZON COMMERCIAL POOLS

Moved by Director Casey, supported by Director Lappi to accept the proposal from Horizon Commercial Pools in the amount of \$45,075.00 for the upgrade of pools filters and pumps. Motion carried unanimously.

ACCEPT LAKE COUNTRY POWER GRANT

Moved by Director Corradi Simon, supported by Director Rice to accept the Lake Country Power \$40,000 grant award for the Smart Lab Studio as presented. Motion carried unanimously.

SECOND READING OF POLICY 420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

Chair Rahja presented the second reading of Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain other Communicable Diseases and Infectious Conditions.

SECOND READING OF POLICY 421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

Chair Rahja presented the second reading of Policy 421 Gifts to Employees and School Board Members.

SECOND READING OF POLICY 422 POLICIES INCORPORATED BY REFERENCE

Chair Rahja presented the second reading of Policy 422 Policies Incorporated by Reference.

SECOND READING OF POLICY 423 EMPLOYEE-STUDENT RELATIONSHIPS

Chair Rahja presented the second reading of Policy 423 Employee-Student Relationships

SECOND READING OF POLICY 424 LICENSE STATUS

Chair Rahja presented the second reading of Policy 424 License Status

SECOND READING OF POLICY 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

Chair Rahja presented the second reading of Policy 427 Workload Limits for Certain Special Education Teachers

APPROVE PROPOSAL FROM SMARTLAB LEARNING

Moved by Director Lappi, supported by Director Corradi Simon to approve the proposal from SmartLab Learning in the amount of \$59,705.00 for installation and set-up of the SmartLab Studio as presented. Motion carried unanimously.

APPROVE PAYMENT TO DSC COMMUNICATIONS

Moved by Director Corradi Simon, supported by Director Rice to approve payment to DSC Communications in the amount of \$34, 793.00 for Digital Bus Radio purchase and installation as presented. Motion carried unanimously.

APPROVE PAYMENT TO HORIZON COMMERCIAL POOL SUPPLY

Moved by Director Randa Sauter, supported by Director Rice to approve payment to Horizon Commercial Pool Supply in the amount of \$9,668.00 for demolition of pool filters. Motion carried unanimously.

Discussion: Director Rice addressed the Board regarding the process for Self-Evaluations.

Information:

-Enrollment

ADJOURN

Moved by Director Corradi Simon, supported by Director Lappi to adjourn the meeting at 5:56 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Summary of Payments Issued:

MARCH Accounts Payable Checks	\$597,275.47
MARCH Accounts Payable Wires	<u>\$74,224.15</u>
Total Accounts Payable	\$671,499.62

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		35889	10	67114	09/23/2022	Check	1 3387		BLUE CROSS BLUE SHIEL	USD	Yes	No	Yes				
														60620	202309	03/09/2023	(11,570.00)
									Payment Total:								(11,570.00)
0695		36392	10	67542	01/18/2023	Check	1 3796		APPTEGY INC	USD	Yes	No	Yes				
														61316	202309	03/28/2023	(7,780.00)
									Payment Total:								(7,780.00)

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		36603		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	03/09/2023	151.25
10		36712		Wire	1 3387		BLUE CROSS BLUE SHIELD OF MN BLI		No	No	No	03/29/2023	11,570.00
10		36713		Wire	1 06857		NORTHEAST SERVICE COOP - INSUR/		No	No	No	03/29/2023	57,502.90
10		36718		Wire	1 3925		MSRS		No	No	No	03/31/2023	5,000.00
Bank Total:												\$74,224.15	
Report Total:												\$74,224.15	

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		36581	67769	Check	1	2896		321 ART STUDIO	Yes	No	No	USD	03/03/2023	60.00
			36591	67770	Check	1	3709		ALEX PAULSEN	Yes	No	No	USD	03/03/2023	158.00
			36576	67771	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	03/03/2023	2,052.90
			36661	67848	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	03/16/2023	945.57
			36715	67926	Check	1	3494		AMERICAN HEART ASSOCIATION	Yes	No	No	USD	03/30/2023	270.00
			36716	67927	Check	1	3494		AMERICAN HEART ASSOCIATION	Yes	No	No	USD	03/30/2023	150.00
			36569	67772	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	03/03/2023	4,352.95
			36657	67849	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	03/16/2023	583.95
			36710	67923	Check	1	3796		APPTEGY INC	Yes	No	No	USD	03/28/2023	7,780.00
			36555	67773	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	03/03/2023	1,271.31
			36635	67850	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	03/16/2023	1,271.31
			36594	67774	Check	1	3815		ARCHIE WINANS	Yes	No	No	USD	03/03/2023	158.00
			36623	67817	Check	1	3815		ARCHIE WINANS	Yes	No	No	USD	03/09/2023	93.00
			36574	67775	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	03/03/2023	94.14
			36610	67818	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	03/09/2023	94.14
			36660	67851	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	03/16/2023	1,919.14
			36727	67929	Check	1	2985	REMIT	AVEANNA HOME HEALTH	Yes	No	No	USD	03/31/2023	10,820.00
			36723	67930	Check	1	1944		AVIBEN	Yes	No	No	USD	03/31/2023	266.92
			36556	67776	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	03/03/2023	208.25
			36626	67839	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	03/15/2023	165.00
			36636	67852	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	03/16/2023	572.00
			36593	67777	Check	1	3789		BILL BRINK	Yes	No	No	USD	03/03/2023	436.00
			36630	67840	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	03/15/2023	2,959.00
			36631	67841	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	03/15/2023	11,398.00
			36632	67842	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	03/15/2023	310.20
			36684	67853	Check	1	3831	R1	BLUUM OF MINNESOTA LLC	Yes	No	No	USD	03/16/2023	150.16
			36592	67778	Check	1	3713		BRENT TREVENA	Yes	No	No	USD	03/03/2023	316.00
			36575	67779	Check	1	2375		BRIAN KARICH	Yes	No	No	USD	03/03/2023	100.00
			36611	67819	Check	1	2375		BRIAN KARICH	Yes	No	No	USD	03/09/2023	70.00
			36600	67780	Check	1	3871		BRIAN SKADSEM	Yes	No	No	USD	03/03/2023	50.00
			36686	67854	Check	1	3871		BRIAN SKADSEM	Yes	No	No	USD	03/16/2023	90.00
			36625	67820	Check	1	3920		BROADWAY LICENSING	Yes	No	No	USD	03/09/2023	855.00
			36664	67855	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	03/16/2023	140.00
			36637	67856	Check	1	01612		C & J INTERIORS	Yes	No	No	USD	03/16/2023	53.68
			36666	67857	Check	1	2870		CASEY'S	Yes	No	No	USD	03/16/2023	45.55
			36616	67821	Check	1	2632	R1	CDW-G	Yes	No	No	USD	03/09/2023	20.62
			36682	67858	Check	1	3821		CEDAR ISLAND COMMUNICATIONS	Yes	No	No	USD	03/16/2023	420.00
			36613	67822	Check	1	2471		CHARLES GLUMACK	Yes	No	No	USD	03/09/2023	98.00
			36587	67781	Check	1	3384		CHEERLEADING.COM	Yes	No	No	USD	03/03/2023	106.99
			36604	67823	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	03/09/2023	5,947.10
			36590	67782	Check	1	3702		CHRIS BAUDHUIN	Yes	No	No	USD	03/03/2023	178.00

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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		36681	67859	Check	1	3806	R1	CITY AUTO GLASS	Yes	No	No	USD	03/16/2023	80.00
			36633	67843	Check	1	3578		CLOSE UP FOUNDATION	Yes	No	No	USD	03/15/2023	2,120.00
			36572	67783	Check	1	2241		COLOSIMO PATCHIN KEARNEY ET A	Yes	No	No	USD	03/03/2023	585.00
			36663	67860	Check	1	2668		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	03/16/2023	1,037.85
			36579	67784	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	03/03/2023	180.00
			36725	67931	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	03/31/2023	2,169.90
			36671	67861	Check	1	3181		DAVID B CLEMENT	Yes	No	No	USD	03/16/2023	183.00
			36577	67785	Check	1	2485		DAVIS LAMPPA	Yes	No	No	USD	03/03/2023	158.00
			36614	67824	Check	1	2485		DAVIS LAMPPA	Yes	No	No	USD	03/09/2023	113.00
			36564	67786	Check	1	10255		DEX MEDIA	Yes	No	No	USD	03/03/2023	135.00
			36568	67787	Check	1	1737		DSC COMMUNICATIONS	Yes	No	No	USD	03/03/2023	28.75
			36719	67932	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	03/31/2023	534.71
			36567	67788	Check	1	1566		ESC SYSTEMS	Yes	No	No	USD	03/03/2023	5,710.03
			36557	67789	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	03/03/2023	4,500.71
			36638	67862	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	03/16/2023	4,457.81
			36609	67825	Check	1	2302	R1	FASTENAL	Yes	No	No	USD	03/09/2023	305.12
			36668	67863	Check	1	3021		FORD OF HIBBING	Yes	No	No	USD	03/16/2023	54.58
			36588	67790	Check	1	3473		FRANK IVANCICH	Yes	No	No	USD	03/03/2023	243.00
			36559	67791	Check	1	03570		GRAINGER	Yes	No	No	USD	03/03/2023	494.03
			36641	67864	Check	1	03577		GRAYBAR	Yes	No	No	USD	03/16/2023	129.88
			36687	67865	Check	1	3872	R1	GREAT MINDS PBC	Yes	No	No	USD	03/16/2023	505.66
			36599	67792	Check	1	3852		GREENWAY HIGH SCHOOL	Yes	No	No	USD	03/03/2023	270.00
			36642	67866	Check	1	03700		HARTLEY NATURE CENTER	Yes	No	No	USD	03/16/2023	370.48
			36706	67918	Check	1	2684		HEINEMANN	Yes	No	No	USD	03/27/2023	1,051.60
			36678	67867	Check	1	3624		HIBBING HEATING & AIR CONDITION	Yes	No	No	USD	03/16/2023	215.00
			36580	67793	Check	1	2705		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	03/03/2023	205.39
			36690	67903	Check	1	04212		INAC, INC	Yes	No	No	USD	03/21/2023	29,236.11
			36621	67826	Check	1	3457		INGENSA INC.	Yes	No	No	USD	03/09/2023	86,699.80
			36728	67933	Check	1	3457		INGENSA INC.	Yes	No	No	USD	03/31/2023	54,202.07
			36680	67868	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	03/16/2023	104.22
			36669	67869	Check	1	3074		INTERQUEST DETECTION CANINES	Yes	No	No	USD	03/16/2023	340.00
			36729	67934	Check	1	3689		IRON RANGE PLUMBING AND HEATII	Yes	No	No	USD	03/31/2023	3,100.20
			36689	67870	Check	1	3923		IRON RANGE TIRE	Yes	No	No	USD	03/16/2023	2,067.50
			36679	67871	Check	1	3714		IRON RANGE TOWING	Yes	No	No	USD	03/16/2023	400.00
			36605	67827	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	03/09/2023	12,368.60
			36693	67904	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	03/21/2023	2,926.57
			36722	67935	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	03/31/2023	67,630.88
			36714	67925	Check	1	3928		JEANNE JUGOVICH	Yes	No	No	USD	03/29/2023	160.00
			36662	67872	Check	1	2487		JEFFERY VLATKOVICH	Yes	No	No	USD	03/16/2023	158.00
			36620	67828	Check	1	3456		JEFFREY ZUPETZ	Yes	No	No	USD	03/09/2023	65.00
			36565	67794	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	03/03/2023	375.20

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	36653	67873	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	03/16/2023	4,826.25
			36558	67795	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	03/03/2023	323.42
			36640	67874	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	03/16/2023	102.39
			36619	67829	Check	1	3175		JULIE SCHELDE	Yes	No	No	USD	03/09/2023	891.00
			36683	67875	Check	1	3829		JUSTIN KOIVISTO	Yes	No	No	USD	03/16/2023	1,125.00
			36589	67796	Check	1	3618		KAJEET, INC.	Yes	No	No	USD	03/03/2023	4,108.26
			36634	67844	Check	1	3922		KAYLEE TURNER	Yes	No	No	USD	03/15/2023	41.27
			36675	67876	Check	1	3418		KEVIN R SCAIA	Yes	No	No	USD	03/16/2023	158.00
			36711	67924	Check	1	3700		KUBOTA	Yes	No	No	USD	03/28/2023	13,243.80
			36612	67830	Check	1	2409		KURT SCHNEIDER	Yes	No	No	USD	03/09/2023	85.00
			36583	67797	Check	1	3041		KYLE D LAMPPA	Yes	No	No	USD	03/03/2023	158.00
			36643	67877	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	03/16/2023	69.40
			36595	67798	Check	1	3827		LAKE SUPERIOR COLLEGE	Yes	No	No	USD	03/03/2023	620.76
			36673	67878	Check	1	3268	R1	LAWSON PRODUCTS	Yes	No	No	USD	03/16/2023	312.30
			36654	67879	Check	1	1416		LIFE SECURITY AND CONTROL	Yes	No	No	USD	03/16/2023	138.00
			36608	67831	Check	1	2232		LOWE'S	Yes	No	No	USD	03/09/2023	48.25
			36677	67880	Check	1	3605		LVC COMPANIES	Yes	No	No	USD	03/16/2023	1,763.66
			36717	67928	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	03/31/2023	2,554.98
			36676	67881	Check	1	3448		MARCIA BRENNER ASSOCIATES	Yes	No	No	USD	03/16/2023	645.00
			36644	67882	Check	1	05971		MARY'S LAKE STREET FLORAL	Yes	No	No	USD	03/16/2023	112.50
			36709	67922	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	03/28/2023	16,972.30
			36665	67883	Check	1	2860		MENARDS - VIRGINIA	Yes	No	No	USD	03/16/2023	125.88
			36578	67799	Check	1	2558		MESABI GLASS WINDOW DOORS IN	Yes	No	No	USD	03/03/2023	270.00
			36615	67832	Check	1	2558		MESABI GLASS WINDOW DOORS IN	Yes	No	No	USD	03/09/2023	16,824.00
			36656	67884	Check	1	1584		MID-AMERICAN RESEARCH CHEMIC	Yes	No	No	USD	03/16/2023	639.00
			36651	67885	Check	1	09400		MID-STATE TRUCK SERVICE, INC	Yes	No	No	USD	03/16/2023	2,468.82
			36584	67800	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	03/03/2023	26.60
			36670	67886	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	03/16/2023	1,601.02
			36629	67845	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	03/15/2023	2,099.11
			36597	67801	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	03/03/2023	1,450.00
			36598	67802	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	03/03/2023	3,375.00
			36624	67833	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	03/09/2023	1,450.00
			36708	67921	Check	1	06295		MN ASSN OF SCHOOL BUS OFF	Yes	No	No	USD	03/27/2023	665.00
			36698	67911	Check	1	06294		MN ASSOCIATION OF SEC SCHOOL I	Yes	No	No	USD	03/21/2023	160.00
			36695	67905	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/21/2023	15.00
			36700	67913	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/24/2023	15.00
			36701	67914	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/24/2023	15.00
			36702	67915	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/24/2023	15.00
			36703	67916	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/24/2023	15.00
			36704	67917	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	03/24/2023	15.00
			36730	67936	Check	1	3907		MN DEPT OF HEALTH	Yes	No	No	USD	03/31/2023	180.00

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	36699	67912	Check	1	1807	R1	MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	03/23/2023	100.00
		36570	67803	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	03/03/2023	8,065.50
		36705	67919	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	03/27/2023	4,664.95
		36606	67834	Check	1	06375		MN POWER	Yes	No	No	USD	03/09/2023	16,385.90
		36645	67887	Check	1	06400		MN SCHOOL BOARDS ASSOC	Yes	No	No	USD	03/16/2023	845.00
		36658	67888	Check	1	2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	03/16/2023	1,126.50
		36622	67835	Check	1	3783		NANCY KAY ERICKSON	Yes	No	No	USD	03/09/2023	46.99
		36659	67889	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	03/16/2023	231.15
		36724	67937	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	03/31/2023	19.76
		36602	67804	Check	1	3904		NATHAN JOSEPH LYONS	Yes	No	No	USD	03/03/2023	158.00
		36707	67920	Check	1	1375	R1	NORTH CENTRAL INTERNATIONAL L	Yes	No	No	USD	03/27/2023	99.00
		36560	67805	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	03/03/2023	895.00
		36646	67890	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	03/16/2023	400.00
		36692	67906	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	03/21/2023	1,015.00
		36627	67846	Check	1	06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	03/15/2023	8,219.50
		36617	67836	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	03/09/2023	2,739.61
		36561	67806	Check	1	07500	R1	PAXTON PATTERSON	Yes	No	No	USD	03/03/2023	580.65
		36647	67891	Check	1	07500	R1	PAXTON PATTERSON	Yes	No	No	USD	03/16/2023	323.10
		36585	67807	Check	1	3167		PERRIN MOBILE MEDICAL	Yes	No	No	USD	03/03/2023	315.00
		36648	67892	Check	1	07675		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	03/16/2023	434.52
		36649	67893	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	03/16/2023	28.84
		36639	67894	Check	1	03061	R1	REALLY GOOD STUFF, LLC	Yes	No	No	USD	03/16/2023	23.33
		36586	67808	Check	1	3313		REGION 7A	Yes	No	No	USD	03/03/2023	110.00
		36674	67895	Check	1	3313		REGION 7A	Yes	No	No	USD	03/16/2023	2,965.00
		36672	67896	Check	1	3217		RSCHOOLTODAY	Yes	No	No	USD	03/16/2023	845.00
		36573	67809	Check	1	2272		RYANS INDEPENDENT ELECTRIC	Yes	No	No	USD	03/03/2023	3,235.22
		36571	67810	Check	1	2121	R1	SCHMITT MUSIC	Yes	No	No	USD	03/03/2023	734.53
		36650	67897	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	03/16/2023	213.19
		36566	67811	Check	1	1561		SHERWIN WILLIAMS	Yes	No	No	USD	03/03/2023	350.87
		36655	67898	Check	1	1561		SHERWIN WILLIAMS	Yes	No	No	USD	03/16/2023	133.51
		36721	67938	Check	1	1561		SHERWIN WILLIAMS	Yes	No	No	USD	03/31/2023	48.76
		36562	67812	Check	1	09350		SHUBAT TRANSPORTATION	Yes	No	No	USD	03/03/2023	850.00
		36720	67939	Check	1	08833		ST LOUIS COUNTY AUDITOR	Yes	No	No	USD	03/31/2023	817.26
		36601	67813	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	03/03/2023	1,320.47
		36563	67814	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	03/03/2023	401.08
		36628	67847	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	03/15/2023	218.67
		36582	67815	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	03/03/2023	3,646.48
		36618	67837	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	03/09/2023	2,799.05
		36667	67899	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	03/16/2023	6,853.65
		36726	67940	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD	03/31/2023	2,060.01
		36697	67907	Check	1	3840		TECH CHECK	Yes	No	No	USD	03/21/2023	59,830.52

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	36691	67908	Check	1	05150		TK ELEVATOR CORPORATION	Yes	No	No	USD	03/21/2023	2,586.87
		36607	67838	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	USD	03/09/2023	498.64
		36652	67900	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	USD	03/16/2023	233.62
		36596	67816	Check	1	3847	R1	VC3	Yes	No	No	USD	03/03/2023	1,455.75
		36685	67901	Check	1	3847	R1	VC3	Yes	No	No	USD	03/16/2023	926.85
		36688	67902	Check	1	3921		VICTORIA A GORNICK	Yes	No	No	USD	03/16/2023	150.00
		36694	67909	Check	1	2153		WENGER CORPORATION	Yes	No	No	USD	03/21/2023	31,450.67
		36696	67910	Check	1	3614	R1	WORLD'S FINEST CHOCOLATE, INC.	Yes	No	No	USD	03/21/2023	3,395.00
Bank Total: 10													\$597,275.47	
Report Total:													\$597,275.47	



CHISHOLM
I.S.D. 695

300 3rd Ave. SW
Chisholm, MN 55719
Tel: (218) 254-5726
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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

April 10, 2023

To: Adrian Norman
Superintendent

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

March Payrolls

March 15 payroll	\$ 291,025.70
March 28 payroll	\$ 358,545.48

Total Payrolls \$ 649,571.18

Alex Kaczor
Business Manager
AK:kk

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

March 2023

SUMMARY OF ELECTRONIC FUND TRANSFERS

	Amount		From	To	Purpose
	\$92.30		Park State Bank	Bremer Bank	Direct Deposit Payment
	\$0.00		Park State Bank	MN State Retirement	Health Care Savings Plan Contributions
	\$18.25		Park State Bank	Merchant Bankcard	Community Ed. - Web Store Monthly Charges
	\$20.10		Park State Bank	Gateway Services - R School Today	Community Ed. - Web Store Monthly Charges
	\$377.54		Park State Bank	Transfirst Gateway	Activities Office - Monthly Service Charge
	\$750,000.00		PMA Financial Network	Park State Bank	Operating Transfer
	\$0.00		MN Liquid Asset Fund	Park State Bank	Investment to Cash
Total -	\$750,508.19				

Jennifer Crotteau

Mon, Apr 3, 9:39 AM
(3 days ago)

to Mark, me

Please accept this email as my resignation as Key Club Advisor beginning the 2023-2024 school year. I have enjoyed being the Key Club Advisor and bringing life back to it at CHS. However, I feel it is time for me to "pass the torch" and give someone else the opportunity to lead this group of exceptional young men and women.

All the best,

Jennifer Crotteau
Chisholm High School Counselor
301 4th Street SW
Chisholm, MN 55719
218-254-5726 ext. 3904

RESOLUTION

DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR

Director _____ offered the following Resolution and moved its adoption:

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures, and

WHEREAS, there is a projected reduction in student enrollment, and

WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.

BE IT RESOLVED, by the School Board of Independent School District No. 695, as follows:

That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the School Board for the discontinuance of programs, discontinuance of positions or curtailment of positions.

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

FOR ADOPTION:

AGAINST ADOPTION:

ABSENT: Director

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: April 11, 2023

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: April 11, 2023

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: April 11, 2023

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: April 11, 2023

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: April 11, 2023

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	16	14	
KG	47	47	47	48	47	45	46	45	
1st	48	46	46	48	46	44	45	45	
2nd	48	48	49	47	49	50	50	50	
3rd	44	43	42	44	41	42	42	42	
4th	52	52	52	51	52	52	53	53	
5th	39	39	38	39	38	38	38	38	
6th	46	46	46	46	47	46	47	47	
7th	46	45	45	46	45	46	46	45	
8th	76	75	75	76	74	74	74	74	
9th	60	59	58	60	57	55	55	54	
10th	57	58	58	57	58	54	54	54	
11th	52	53	53	52	52	52	52	52	
12th	43	41	40	43	40	40	40	40	

Total	671	665	662	670	660	650	658	654	