

Chisholm School District School Board Meeting Agenda

Monday, June 26, 2023 at 5:00 PM
Regular Meeting
Chisholm School Board Room

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| 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 June 12, 2023 Regular Meeting | 3 |
| Attachments: | |
| SBM 6/12/23 | 3 |
| VII. Action Agenda | |
| A. Motion to approve the hiring of Jacob Rosin to Job #228, Special Education Instructor, High School, effective August 29, 2023. | 6 |
| Attachments: | |
| Hire J. Rosin | 6 |
| B. Motion to approve the hiring of Brian Hake as a 1.0 FTE High School Principal, effective August 1, 2023. | |
| C. Motion to approve the hiring of Jennifer Rolle to Job #232, Drama | 7 |

| | |
|---|----|
| Club Advisor, High School, effective September 5, 2023. | |
| Attachments: | |
| Hire J. Rolle Drama Advisor | 7 |
| D. Motion approve the hiring of Jennifer Rolle to Job #233, One Act Play Coach, High School, effective September 5, 2023. | 8 |
| Attachments: | |
| Hire J. Rolle One Act Play Coach | 8 |
| E. Motion to approve the Environmental, Health and Safety Management Services with IEA as presented. | 9 |
| Attachments: | |
| IEA 2023-2026 Contract | 9 |
| F. Motion to approve the district group health insurance rates through Blue Cross Blue Shield from September 1, 2023, to August 31, 2024. | 21 |
| Attachments: | |
| 9.1.23 Health Rates | 21 |
| G. Motion to approve the fiscal year 2023 revised budget as presented. | 22 |
| Attachments: | |
| FY23 Revised Budget | 22 |
| H. Motion to Approve Policy 516.5, Overdose Medication | 23 |
| Attachments: | |
| Policy 516.5 | 23 |
| VIII. Discussion | |
| IX. Information | |
| X. Adjourn | |

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on June 12, 2023, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Rahja, and Chair Casey.
Members absent: Director Lappi

Public Comment: None

Recognition of Guests and Visitors: None

APPROVE AGENDA

Moved by Director Sauter, supported by Director Corradi Simon to approve the agenda with the following changes: Business, Add Item O. Motion carried unanimously.

APPROVE CONSENT AGENDA

Moved by Director Corradi Simon supported by Director Sauter and approved unanimously to approve the Consent agenda which consists of the Minutes from the May 22, 2023, Regular Meeting and the following for the month of May 2023: Payrolls in the amount of \$673, 340.01 and Accounts Payable in the amount of \$895, 840.04.

Personnel:

RESIGNATION OF KATRINA SWALBY

Moved by Director Rahja, supported by Director Sauter to accept the resignation of Katrina Swalby as Drama Club Advisor and One Act Play Coach, effective June 1, 2023. Motion carried unanimously.

RESIGNATION OF JIM KNE

Moved by Director Rahja, supported by Director Corradi Simon to accept the resignation for the purpose of retirement of Jim Kne, effective October 1, 2023. Motion carried unanimously.

Administrative Business:

ADOPT RESOLUTION APPROVING REMOTE WORK ARRANGEMENT FOR OUTGOING SUPERINTENDENT AS PRESENTED

Moved by Director Corradi Simon, supported by Director Rice to adopt the Resolution approving remote work arrangement for outgoing Superintendent as presented. A roll call vote was taken. For: Directors Sauter, Rice Corradi Simon, Rahja and Chair Casey. Against: None

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

Moved by Director Corradi Simon, supported by Director Rahja to approve Mark Morrison to act as the Identified Official with Authority (IOWA) for 0695-01 to authorize, review, and rectify users for the Education Identity Access Management (EDIAM) system. Motion carried unanimously.

APPROVE FISCAL YEAR 2024 BUDGET

Moved by Director Rahja, supported by Director Corradi Simon to approve the Fiscal Year 2024 Budget as presented. Motion carried unanimously.

APPROVE CONTRACT WITH ARROWHEAD REGIONAL COMPUTING CONSORTIUM

Moved by Director Corradi Simon, supported by Director Rahja to approve the contract with Arrowhead Regional Computing Consortium for specific services from July 1, 2023 – June 30, 2024. Motion carried unanimously.

APPOINT SQUIRES, WALDSPURGER & MACE, P.A. AS AN ADDITIONAL SCHOOL DISTRICT LEGAL COUNSEL

Moved by Director Rice, supported by Director Rahja to appoint Squires, Waldspurger & Mace, P.A. as an additional School District Legal Counsel. Motion approved unanimously.

APPROVE PROPERTY AND LIABILITY INSURANCE WITH VAALER

Moved by Director Sauter, supported by Director Corradi Simon to approve the property and liability insurance with Vaaler in the amount of \$194, 206.78 effective July 1, 2023 – June 1, 2024. Motion approved unanimously.

APPROVE 2023-2024 MEMBERSHIP IN THE MSHSL

Moved by Director Corradi Simon, supported by Chair Rahja to approve the 2023 – 2024 Resolution for Membership in the Minnesota State High School League as presented. A roll call vote was taken. For: Directors Sauter, Rice Corradi Simon, Rahja and Chair Casey. Against: None

APPROVE MEMBERSHIP TO THE MSBA

Moved by Director Corradi Simon, supported by Director Sauter to approve membership to the Minnesota School Boards Association and Policy Service renewal for the period of 7/1/23 – 6/30/24 and authorize the Superintendent to pay dues in the amount of \$6,732.00. Motion carried unanimously.

APPROVE LOU FROM AFSCME ADDING JUNETEENTH TO THE LIST OF HOLIDAYS

Moved by Director Corradi Simon, supported by Director Sauter to approve the Letter of Understanding between Chisholm School District and AFSCME adding Juneteenth to the list of Holidays found in Article XI of the Collective Bargaining Agreement. Motion carried unanimously.

APPROVE LOU FROM AFSCME REGARDING COMPENSATORY TIME USE

Moved by Director Corradi Simon, supported by Director Rice to approve the Letter of Understanding between Chisholm School District and AFSCME regarding the use of Compensatory time hours during the month of July as presented. Motion carried unanimously.

ADOPT RESOLUTION

Moved by Director Corradi Simon, supported by Director Rice to adopt resolution to accept the Owens Charitable Foundation donation to support the All-Scholarship Fund. A roll call vote was taken. For: Directors Sauter, Rice Corradi Simon, Rahja and Chair Casey. Against: None

APPROVE AMENDED 2023-2024 SCHOOL CALENDAR

Moved by Director Corradi Simon, supported by Director Rahja to approve the amended 2023-2024 school calendar as presented. Motion carried unanimously.

APPROVE RESOLUTION

Moved by Director Rahja, supported by Director Corradi Simon to approve the resolution to accept donations. A roll call vote was taken. For: Directors Sauter, Rice Corradi Simon, Rahja and Chair Casey. Against: None

APPROVE MOVING JULY 24, 2023, REGULAR MEETING TO JULY 25, 2023

Moved by Director Rahja, supported by Director Rice to move the July 24, 2023, Regular meeting to July 25, 2023. Motion carried unanimously.

Discussion:

- Working session with small group to meet with Mike Fredeen
- Administration Interviews
- Juneteenth Holiday

Information:

- Enrollment numbers

ADJOURN

Moved by Director Rahja, supported by Director Randa Sauter to adjourn the meeting at 5:41 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Recommendation to Hire

Position: Job #228 HS Special Education Instructor

Posting duration: Posted-04/17/2023-6/16/2023

Advertising Location: EdPost, MSBA, MASA

Number of Qualified: 1

Licensed Applications: 1

Interview committee Names: Mark Morrison-Karla Winter

Recommended for hire: Jacob Rosin

Supervisor: Mark Morrison

Recommendation to Hire

Position: Job #232 Drama Club Advisor

Posting duration: Posted-05/30/2023-06/08/2023

Advertising Location: Email internal

Number of Qualified: 2

Licensed Applications: NA

Interview committee Names: Travis Vake

Recommended for hire: Jennifer Rolle

Supervisor: Mark Morrison

Recommendation to Hire

Position: Job #233 One Act Play Coach

Posting duration: Posted-05/30/2023-06/08/2023

Advertising Location: Email internal

Number of Qualified: 2

Licensed Applications: NA

Interview committee Names: Travis Vake

Recommended for hire: Jennifer Rolle

Supervisor: Mark Morrison

IEA, INC.

PROPOSAL



Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

2023 - 2026

Environmental, Health and Safety Management Services

for

Chisholm Public Schools

MAY 16, 2023

PROPOSAL #11294

2023-2026 Environmental, Health and Safety Management Services

PROPOSAL PROVIDED TO:

Mike Fredeen
Buildings and Grounds Supervisor
Chisholm Public Schools
300 Southwest 3rd Avenue
Chisholm, MN 55719
Phone: (218) 421-8867
E-mail: mfredeen@chisholm.k12.mn.us

PROPOSAL CONTACT:

Taylor Dickinson, CSP
Virginia & Brainerd Regional Manager
IEA, Inc.
5525 Emerald Avenue
Mountain Iron, MN 55768
Phone: (218) 410-9521
E-mail: Taylor.Dickinson@ieasafety.com

PROJECT INTRODUCTION

The Institute for Environmental Assessment, Inc. (IEA) is pleased to offer this proposal to provide a knowledgeable support team to meet your Environmental, Health and Safety (EH&S) compliance needs in conjunction with the Northeast Service Cooperative (NESC). IEA will assist the District in the implementation of safety programs, identification of health and safety related hazards and overall consulting based on the District's needs.

This proposal includes traditional EH&S management services, online training services, as well as the option to proceed with regularly occurring projects.

Per the suggestion of a client and to assist with budgeting, this proposal has the option to select to proceed with standard, regularly occurring services, including lead-in-water sampling, AHERA Third Year inspections, radon testing, and bleacher certification inspections. If you opt not to proceed at this time, IEA will submit a project-specific proposal when the service is due to be completed.

SCOPE OF WORK

EH&S Management

IEA will provide EH&S management services to assist in compliance with: Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), National and Minnesota State Fire Code and other federal, state, and local regulations. Please see Appendix A for a list of possible related tasks.

IEA will review identified health and safety programs for compliance with applicable regulations. This program review will be documented as the annual program review which is required or recommended for most of the District's written programs. A final report will be developed, including details on each program, as well as recommendations and/or plans for bringing programs into compliance. Annual compliance tasks will be identified prior to the start of each fiscal year and communicated to the District via a scheduling letter.

In an effort to reduce the number of times safety trainings need to be provided due to staffing changes throughout the year, to save time on "Welcome Back" day and ultimately to reduce District costs, IEA has turned to online safety training for some groups. Two years ago, IEA launched customized online training using the *Thinkific* platform. The *Thinkific* platform allows IEA to customize online videos and other training materials to be used for training your district staff. It has been utilized with great success and will continue to be the preferred platform for IEA training in the future.

2023-2026 Environmental, Health and Safety Management Services

IEA will continue to utilize the Thinkific online training platform to provide the following trainings to your staff members:

- Annual health and safety training for teaching, administrative, and support staff
- Annual health and safety training for food service staff
- Annual health and safety training for art department staff
- Annual health and safety training for industrial arts department staff
- Annual health and safety training for science department staff
- AHERA Designated Person training (completed by your District's Designated Person)
- Hazardous materials training (required to be completed by certain positions every three years)
- Temporary worker safety training (for summer workers that may be hired for painting, grounds work, etc.)
- Automotive lift safety training (required to be completed annually by users)
- Asbestos 2-hour initial awareness training (required to be completed by all new maintenance or custodial staff)

Annual training links will be prepared and distributed to District representatives, in early August each year. Other training courses listed above will be distributed to staff members as they are necessary. Maintenance, custodial and transportation staff sessions will remain completed in-person as a regular EH&S site visit listed on the scheduling letter.

Individual Projects due to be Completed

Project specific scope of works may be located in Appendix B.

LIMITATIONS & ASSUMPTIONS

IEA will remain flexible to accommodate the District's needs; however, any project work outside of this scope of work or sampling, equipment fees or additional contractors will be provided in a project-specific scope of work with an associated fee.

The District is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and internet connection) as required to perform services under this contract.

When electronic documents are submitted to the District, IEA is not responsible for changes made after the date of submittal.

Documents provided by IEA are developed for your exclusive use and are not intended to be shared, distributed or sold to any other party. While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a task.

IEA will assist the District in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Chisholm Public Schools.

If project(s) are approved the fees listed below are accurate following current guidelines/regulations/laws that are in place at the current time. Should guidelines/regulations/laws change, it may change the project requirement. IEA would provide a change order should that situation arise.

IEA does have online training options for Type III Driver training. This training is not included in this proposal, but a group rate can be provided upon request.

2023-2026 Environmental, Health and Safety Management Services

COMPENSATION

EH&S Management

IEA's services will be billed on a per site visit basis of nine site visits each contract year. Please see the site visit rates listed below:

| FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
|--------------|--------------|--------------|
| \$865 | \$925 | \$950 |

Each site visit consists of an approximate eight-hour workday; including: preparation time, administrative work, travel time, and site time. Fees are billed to the District through the Northeast Service Cooperative monthly. Pricing is based on the discounted rates established through the Environmental, Health & Safety contract between NESC and IEA, Inc.

Each written program is customized using a contact representative from the District. Should the contact person leave the District, all programs need to be updated to a new contact. Should this occur, IEA will add an additional site visit to that year(s) contract to complete the changes.

An annual fee of **\$400** will be charged to maintain current customized online training and to have access available for District staff to complete the listed training when necessary.

Individual Projects due to be Completed

Projects listed below are due to be completed within the timeframe of this proposal. If approving project(s) listed below to be completed at the time they are due, please initial below.

| PROJECT | TIMEFRAME DUE | ADDITIONAL COST | APPROVAL INITIALS |
|------------------------------------|----------------|-----------------|-------------------|
| AHERA Third Year Inspection | October 2023 | \$5,390 | |
| Bleacher Certification Inspections | September 2023 | \$3,000 | |

SCHEDULE

IEA's services may commence on July 1, 2023, upon receipt of a signed proposal. IEA will schedule this project through a designated contact within the District.

This contract is valid July 1, 2023, through June 30, 2026.

PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances.

Should additional projects be approved in this proposal, IEA will continue to set up project specific billing.

2023-2026 Environmental, Health and Safety Management Services

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health and Safety Management Services. Please sign this authorization to proceed and send to Taylor Dickinson at Taylor.Dickinson@ieasafety.com. Retain the original for your records.

IEA, Inc.



Taylor Dickinson, CSP
Virginia & Brainerd Regional Manager

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #11294 dated May 16, 2023.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

Appendix A

Possible Task List

A Workplace Accident & Injury Reduction Program (AWAIR)

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

Air Permitting

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

Americans with Disabilities Act (ADA)

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

Asbestos

- Complete six-month periodic inspections.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

Bleacher Safety

- Develop and implement a written bleacher safety plan.

Bloodborne Pathogens Standard-Exposure Control Plan

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). Document this process.
- Train affected employees on proper specific and universal precaution methods and techniques.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

Community Right to Know

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

Compressed Gas

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

Confined Space

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

Electrical Safety

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

Emergency Action Plan

- Review Emergency Action Plan and provide suggestions for plan development.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

Employee Right to Know (ERK)

- Develop and implement a written management plan.
- Provide annual training for applicable employees.
- Maintain training records.

Ergonomics

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

Fall Protection

- Develop and implement written management plan.
- Conduct an assessment of facilities.

Fire Protection / Fire Prevention

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

First Aid/CPR

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

Forklift Safety

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

Hoist / Lift / Crane Safety

- Develop a written plan if applicable.
- Inventory of hoists
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

Hazardous Waste

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

Hearing Conservation

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

Indoor Air Quality (IAQ)

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.

Infectious Waste

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

Integrated Pest Management (IPM)

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.

Lead Contamination Control Act

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.

Lockout/Tagout

- Develop and implement a written management plan for lockout/tagout.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

OSHA Inspections

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

OSHA Recordkeeping

- Develop and implement a written management plan for OSHA recordkeeping.
- Assist with completion of OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

Personal Protective Equipment (PPE)

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

Playground Safety

- Develop and implement a written management plan for each playground.

- Conduct periodic site reviews, inspections and management plan updates.

Process Safety Management

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

Radon

- Develop and implement a written management plan for radon.
- Provide recommendations for abatement for areas with excess radon levels present.

Respiratory Protection Program

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.

Welding, Cutting or Brazing

- Develop a written plan.
- Provide training and assist with required recordkeeping.

Appendix B

*Project Specific Scope of Work,
Limitations & Assumptions*

Project Specific Scope, Limitations and Assumptions

AHERA THIRD YEAR INSPECTION

AHERA Third Year inspections are required by the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85, for all buildings owned or leased by non-profit K-12 school districts that contain asbestos-containing building materials (ACBM). All buildings covered by the Rule are to be re-inspected every three years by an accredited asbestos building inspector.

Scope of Work

IEA will conduct an AHERA Third Year Re-Inspection, which is due to be completed within three years of the last inspection which was completed in October 2020. IEA will inspect the following buildings:

- Chisholm Elementary School
- Chisholm High School
- Vaughan Steffensrud Elementary School
- Bus Garage
- Boiler Building
- Carpenter's Shop

This service includes the following:

- Re-inspect previously identified ACBM and update changes in quantity, amount of damage, EPA condition assessment category, laboratory analysis, and other relevant issues. This work will be performed by a state-certified asbestos building inspector.
- Review inspection data and provide recommended response actions for friable, damaged ACBM. This work will be performed by a state-certified asbestos management planner.
- Provide a district copy of the reports in a three-ring binder as well as individual building copies in separate binders. These reports include three sections identifying damaged ACBM (Chart A), identified ACBM (Chart B), and identified suspect materials (Chart C). Each binder contains numbered tabs for the inclusion of the required periodic surveillance reports.
- Provide inspection reports in electronic format, upon request.

Any bulk samples collected and analyzed (by Polarized Light Microscopy) during the contracted inspection will be invoiced at \$20/per sample layer.

Limitations and Assumptions

- The intent of the AHERA inspections is to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85. They are not intended to fulfill the requirements of the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP) for required renovation or demolition inspections.

Project Specific Scope, Limitations and Assumptions

BLEACHER CERTIFICATIONS

The Minnesota Bleacher Safety Act requires a Certificate of Compliance be submitted for each bleacher set every five years.

Scope of Work

IEA, Inc. will provide a certified Professional Engineer to visually inspect existing bleachers and compare observations to the Minnesota Bleacher Safety Act requirements, at the following locations:

- Chisholm High School Pool (IEA-0017)
- Chisholm High School Gym (IEA-0016)

If the bleacher system meets the requirements, a completed Minnesota Bleacher Safety Act Certificate of Compliance will be submitted. It is the responsibility of the bleacher owner to maintain a record of the bleacher certifications. If the bleacher systems do not meet the bleacher certification requirements, a report with a brief description of the reason for failing the requirements will be submitted.

Limitations and Assumptions

- IEA assumes the inspector will have complete access to the designated bleacher systems for the evaluation.
- The visual bleacher evaluation will be limited to the condition of the bleacher systems at the time of the site visit. The review will be limited for comparison with the requirements of the Minnesota Bleacher Safety Act Certificate of Compliance. A review of the bleachers will be conducted to confirm there are no broken, badly deteriorated, or disconnected brackets, and no rotten or missing boards. The review will not include a structural inspection by a structural engineer. An examination of the original engineer's design for errors or omissions will not be conducted. Documentation of alterations or changes to the bleacher condition made after the site visit is not the responsibility of IEA in this defined scope of work.
- If bleacher systems include outdoor bleachers and snow cover does not allow for sufficient bleacher assessment, IEA will coordinate a change order to accommodate additional site visits or a schedule change, as feasible.
- For some repairs, corrective actions may be confirmed, and a certificate issued via photo evidence reviewed by the inspector, within two months of the date of the report. For extensive non-compliance issues, a change order for reinspection may be required. If any required repairs are completed more than two months after the date of the report, IEA will require a change order for a re-inspection to issue compliance certificates.
- IEA, Inc. may partner with a trusted affiliated structural engineering company to provide inspection services.

Chisholm Independent School District 695

Proposal Rates

Coverage Effective Date: 09/01/2023

Months In Proposed Plan 12

| | | Total Contracts | | Proposed Rates |
|---------------|-------------------------|--------------------|----|------------------|
| PLAN 1 | \$1850, 0%, VEBA, Aware | | | |
| | | Single | 36 | \$913.60 |
| | | Family | 12 | \$2,243.50 |
| | | Plan Total | | \$717,737 |
| PLAN 2 | \$6650, 0%, HSA, Aware | | | |
| | | Single | 0 | \$632.61 |
| | | Family | 0 | \$1,553.49 |
| | | Plan Total | | \$0 |
| | | Group Total | | \$717,737 |

- No agent commission included in rates

FY23 BUDGET SUMMARY BY FUND
JUNE 26, 2023 - ISD #695

| FUND | REVENUE | EXPENDITURES | SURPLUS/DEFICIT |
|------------------------|----------------------|----------------------|------------------------|
| 01- General Total | \$ 9,320,334 | \$ 9,567,766 | \$ (247,432) |
| 02- Food Service | \$ 302,584 | \$ 301,549 | \$ 1,035 |
| 03- Transportation | \$ 326,503 | \$ 330,055 | \$ (3,552) |
| 04- Community Ed. | \$ 199,488 | \$ 175,107 | \$ 24,381 |
| 05- Capital | \$ 453,931 | \$ 717,927 | \$ (263,996) |
| 06- Construction | \$ - | \$ - | \$ - |
| 07- Debt Redemption | \$ 286,545 | \$ 295,631 | \$ (9,086) |
| 09 - Trust | \$ 12,500 | \$ 12,500 | \$ - |
| 11 - Extra-Curricular | \$ 14,641 | \$ 14,641 | \$ - |
| 18 - Activities | \$ 6,000 | \$ 6,000 | \$ - |
| 45 - OPEB Trust | \$ 150,000 | \$ 281,734 | \$ (131,734) |
| 18 - OPEB Debt Service | \$ 760,218 | \$ 738,509 | \$ 21,709 |
| Total | \$ 11,832,744 | \$ 12,441,419 | \$ (608,675) |

516.5 OVERDOSE MEDICATION

Chisholm Public School Independent School District No. 695

Board Policy 516.5

Series: 500-Students

Subject: 516.5 Overdose Medication

Adopted/Revised: June 26, 2023

[Note: ~~The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists, are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of a prescription medication, particularly to an individual to whom it was not prescribed. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]~~

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone

Coordinator is Nancy Erickson, RN.

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of

Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

E. School District Staff

School district staff members will be responsible for attending all required training

pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 121A.224 \(Opiate Antagonists\)](#)
Minn. Stat. § 144.344 (Emergency Treatment)
[Minn. Stat. § 148.235 \(Prescribing Drugs and Therapeutic Devices\)](#)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
~~Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)~~
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal

applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."