

Chisholm School District School Board Meeting Agenda

Monday, September 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.

A. Bob Belluzo

III. Recognition of Guests and Visitors

IV. Approve Agenda

V. Reports

VI. Consent Agenda

A. Minutes of the August 28, 2023 Regular Meeting 4
Payrolls for the month of August 2023 in the amount of \$149,910.05
Accounts payable for the month of August 2023 in the amount of
\$610,026.53

Attachments:

August Payrolls (1) 4
Aug. 2023 AP 5
SBM 8_28_2023 11

VII. Action Agenda

A. Motion to approve the hiring of Nancy Hill to Job #239, 14
Paraprofessional, Chisholm Elementary, effective September 5, 2023.

Attachments:	
Recommendation to Hire N. Hill	14
B. Motion to approve the one-year leave of absence for Jennifer Waryas, LPN/Paraprofessional, effective August 29, 2023.	15
Attachments:	
J. Waryas LOA	15
C. Motion to approve the At-Will one-year contract for Jennifer Waryas, LPN, for the period of August 29, 2023, through June 30, 2024.	16
Attachments:	
Jen Waryas Contract	16
D. Motion to approve the At-Will one-year contract for Sara Brust, RN, for the period of August 28, 2023, through June 30, 2024.	27
Attachments:	
Sara Brust RN_LSN Contract	27
E. Motion to approve the MOU between ISD 695, Chisholm, and Education Minnesota-Chisholm, Local 1276 for Teresa Allen, a Teacher on Special Assignment for the 2023-2024 school year.	37
Attachments:	
TA-TOSA	37
F. Motion to approve the hiring of Frank Cerar to Job #249, Level II Football coach for the 2023 season.	38
Attachments:	
Hire F. Cerar as Level II FB coach	38
G. Motion to approve the hiring of Jessica Trunell to Job #250 Level III Volleyball coach for the 2023 season.	39
Attachments:	
Hire J. Trunell as Level III VB coach	39
H. Motion to approve the purchase of two heat exchange units at the Vaughan Steffensrud as presented.	
I. Motion to approve Option 1, 2A, or 2B Gym Layout as presented.	40
Attachments:	
Gymnasium options	40
J. Motion to approve the IRRR application for \$8 million for eligible building projects identified in statute as energy efficiency, technology, infrastructure, health, safety, and maintenance improvements as	44

presented.	
Attachments:	
Chisholm FCA Rev11 2023-09-01.xlsm	44
IRRR Draft Application School Bonds	46
K. Motion to approve the engagement letter with Sterle and Co. for the performance of the Fiscal Year 2023 audit.	49
Attachments:	
2023_24 Sterle Engagement Letter	49
L. Motion to approve the resolution to accept donations.	57
Attachments:	
AUG 23 DONATIONS CHISHOLM (1)	57
VIII. Discussion	
IX. Information	
A. Enrollment numbers	58
Attachments:	
Enrollment Sept. 2023	58
X. Adjourn	



CHISHOLM
I.S.D. 695

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Chisholm, MN 55719
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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

September 4, 2023

To: Mark Morrison
Superintendent

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

August Payrolls

August	15 payroll	\$ 67,756.20
August	31 payroll	\$ 82,153.85

Total Payrolls	\$ 149,910.05
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Alex Kaczor
Business Manager
AK:kk

Summary of Payments Issued:	
AUGUST Accounts Payable Checks	\$554,229.69
AUGUST Accounts Payable Wires	<u>\$55,796.84</u>
Total Accounts Payable	\$610,026.53

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
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ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
10		37199		Wire	1 06857		NORTHEAST SERVICE COOP - INSUR		No	No	No	08/03/2023	55,648.34
10		37242		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	08/10/2023	148.50
												Bank Total:	\$55,796.84
												Report Total:	\$55,796.84

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	37260	68444	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	08/23/2023	673.09
		37254	68445	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	08/23/2023	3,844.60
		37223	68402	Check	1	2943	REMIT	APPLE INC.	Yes	No	No	USD	08/09/2023	1,399.00
		37201	68403	Check	1	00428		ARCC	Yes	No	No	USD	08/09/2023	150.00
		37235	68404	Check	1	3882		ARROWHEAD CONFERENCE	Yes	No	No	USD	08/09/2023	100.00
		37220	68405	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	08/09/2023	1,300.76
		37215	68406	Check	1	1944		AVIBEN	Yes	No	No	USD	08/09/2023	266.92
		37202	68407	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	08/09/2023	1,113.00
		37264	68446	Check	1	2653		BLICK ART MATERIALS	Yes	No	No	USD	08/23/2023	28.04
		37197	68397	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	08/03/2023	276.25
		37198	68398	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	08/03/2023	2,941.50
		37200	68401	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	08/07/2023	10,842.00
		37228	68408	Check	1	3542		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	08/09/2023	2,986.50
		37225	68409	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	08/09/2023	15,863.93
		37266	68447	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	08/23/2023	1,181.07
		37237	68410	Check	1	3970		BUSINESS ESSENTIALS	Yes	No	No	USD	08/09/2023	9,000.00
		37275	68448	Check	1	3989		CASEY DRUG	Yes	No	No	USD	08/23/2023	65.04
		37203	68411	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	08/23/2023	17,675.92
		37238	68412	Check	1	3996		CHISHOLM COMMUNITY FOUNDATIC	Yes	No	No	USD	08/09/2023	75.00
		37233	68413	Check	1	3841		CREATIVE LEARNING SYSTEMS	Yes	No	No	USD	08/09/2023	75.00
		37222	68414	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	08/09/2023	29,875.00
		37262	68449	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	08/09/2023	156.36
		37282	68481	Check	1	1797		DELL MARKETING LP	Yes	No	No	USD	08/23/2023	35,482.68
		37244	68450	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	08/29/2023	50,847.02
		37239	68415	Check	1	3997		FAIRWAY RECOGNITION	Yes	No	No	USD	08/23/2023	2,717.22
		37276	68451	Check	1	3997		FAIRWAY RECOGNITION	Yes	No	No	USD	08/09/2023	403.00
		37234	68416	Check	1	3852		GREENWAY HIGH SCHOOL	Yes	No	No	USD	08/23/2023	39.00
		37219	68417	Check	1	2341	REMIT	GREGORY SKALKO	Yes	No	No	USD	08/09/2023	200.00
		37281	68482	Check	1	1356		HIBBING COMMUNITY COLLEGE	Yes	No	No	USD	08/09/2023	100.00
		37271	68452	Check	1	3624		HIBBING HEATING & AIR CONDITION	Yes	No	No	USD	08/29/2023	320.00
		37265	68453	Check	1	2705		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	08/23/2023	1,442.50
		37286	68485	Check	1	3857	R1	IMPACT APPLICATIONS INC	Yes	No	No	USD	08/23/2023	3,368.40
		37227	68418	Check	1	3457		INGENSA INC.	Yes	No	No	USD	08/31/2023	485.00
		37272	68454	Check	1	3655		INTRADO INTERACTIVE SERVICES C	Yes	No	No	USD	08/09/2023	76,480.95
		37268	68455	Check	1	3156		IRC EXECUTIVE SECRETARY/TREAS	Yes	No	No	USD	08/23/2023	1,250.00
		37204	68419	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	08/23/2023	750.00
		37214	68420	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	08/09/2023	11,599.00
		37255	68456	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	08/09/2023	6,118.38
		37229	68421	Check	1	3721		ISD# 2909 ROCK RIDGE PUBLIC SCH	Yes	No	No	USD	08/23/2023	6,596.05
		37256	68457	Check	1	1956		JAMAR COMPANY	Yes	No	No	USD	08/09/2023	125.00
		37232	68422	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD	08/23/2023	657.00
				Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD	08/09/2023	1,750.00

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	37274	68458	Check	1 3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	USD	08/23/2023	434.85
		37224	68423	Check	1 3032		JOEL MCDONALD	Yes	No	No	USD	08/09/2023	24.00
		37250	68459	Check	1 1154		JOHNSON CONTROLS	Yes	No	No	USD	08/23/2023	3,636.25
		37245	68460	Check	1 05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	08/23/2023	228.64
		37205	68424	Check	1 05178		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	08/09/2023	70.00
		37270	68461	Check	1 3431		LEVEL DATA	Yes	No	No	USD	08/23/2023	3,034.16
		37251	68462	Check	1 1416		LIFE SECURITY AND CONTROL	Yes	No	No	USD	08/23/2023	138.00
		37217	68425	Check	1 2232		LOWE'S	Yes	No	No	USD	08/09/2023	257.17
		37236	68426	Check	1 3946		LYNX SYSTEM DEVELOPERS INC	Yes	No	No	USD	08/09/2023	195.00
		37192	68394	Check	1 05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	08/02/2023	2,347.01
		37269	68463	Check	1 3237	R1	MARY BECKMAN'S EZ WRITE	Yes	No	No	USD	08/23/2023	28.65
		37247	68464	Check	1 06298	R1	MASA	Yes	No	No	USD	08/23/2023	1,330.00
		37280	68480	Check	1 2320		MEDICARE BLUE RX	Yes	No	No	USD	08/28/2023	15,931.00
		37221	68427	Check	1 2558		MESABI GLASS WINDOW DOORS IN	Yes	No	No	USD	08/09/2023	720.00
		37261	68465	Check	1 2558		MESABI GLASS WINDOW DOORS IN	Yes	No	No	USD	08/23/2023	325.00
		37231	68428	Check	1 3811	R1	MESABI TRIBUNE	Yes	No	No	USD	08/09/2023	286.30
		37206	68429	Check	1 06183		MESPA	Yes	No	No	USD	08/09/2023	575.00
		37253	68466	Check	1 1584		MID-AMERICAN RESEARCH CHEMIC	Yes	No	No	USD	08/23/2023	981.50
		37267	68467	Check	1 3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	08/23/2023	26.60
		37284	68483	Check	1 3345		MINNESOTA DISCOVERY CENTER	Yes	No	No	USD	08/29/2023	210.00
		37196	68399	Check	1 2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	08/03/2023	2,121.71
		37207	68430	Check	1 06294		MN ASSOCIATION OF SEC SCHOOL I	Yes	No	No	USD	08/09/2023	870.00
		37246	68468	Check	1 06294		MN ASSOCIATION OF SEC SCHOOL I	Yes	No	No	USD	08/23/2023	175.00
		37257	68469	Check	1 2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	08/23/2023	30.00
		37285	68486	Check	1 2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	08/31/2023	15.00
		37216	68431	Check	1 2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	08/09/2023	632.98
		37208	68432	Check	1 06375		MN POWER	Yes	No	No	USD	08/09/2023	10,205.38
		37218	68433	Check	1 2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	08/09/2023	2,253.00
		37240	68434	Check	1 3999	R1	MOMENTUM TRUCK GROUP	Yes	No	No	USD	08/09/2023	500.00
		37277	68470	Check	1 3999	R1	MOMENTUM TRUCK GROUP	Yes	No	No	USD	08/23/2023	2,982.17
		37273	68471	Check	1 3846		MSHSL SUPPLY ORDER	Yes	No	No	USD	08/23/2023	30.00
		37259	68472	Check	1 2303		NAPAA AUTO PARTS	Yes	No	No	USD	08/23/2023	843.93
		37230	68435	Check	1 3742	R1	NAVIGATE360	Yes	No	No	USD	08/23/2023	2,890.13
		37209	68436	Check	1 06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	08/09/2023	3,272.00
		37195	68400	Check	1 06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	08/03/2023	7,995.80
		37241	68442	Check	1 2795		PARK STATE BANK	Yes	No	No	USD	08/10/2023	742.22
		37243	68443	Check	1 2795		PARK STATE BANK	Yes	No	No	USD	08/21/2023	197.09
		37210	68437	Check	1 07730		PORTABLE JOHN	Yes	No	No	USD	08/09/2023	738.00
		37211	68438	Check	1 08215		RADKO IRON & SUPPLY	Yes	No	No	USD	08/09/2023	90.88
		37248	68473	Check	1 08215		RADKO IRON & SUPPLY	Yes	No	No	USD	08/23/2023	182.11
		37249	68474	Check	1 08310		RANGE CORNICE AND ROOFING CO	Yes	No	No	USD	08/23/2023	426.00

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	37283	68484	Check	1	2355	R1	RENAISSANCE LEARNING	Yes	No	No	USD	08/29/2023	16,110.20
		37226	68439	Check	1	3159		ROBERT W BAIRD & CO	Yes	No	No	USD	08/09/2023	2,150.00
		37258	68475	Check	1	2272		RYANS INDEPENDENT ELECTRIC	Yes	No	No	USD	08/23/2023	312.50
		37191	68392	Check	1	3250		SFM	Yes	No	No	USD	08/02/2023	18,255.00
		37252	68476	Check	1	1561		SHERWIN WILLIAMS	Yes	No	No	USD	08/23/2023	36.33
		37212	68440	Check	1	09350		SHUBAT TRANSPORTATION	Yes	No	No	USD	08/09/2023	3,125.00
		37278	68477	Check	1	4000	R1	STRYKER SALES	Yes	No	No	USD	08/23/2023	2,622.15
		37263	68478	Check	1	2623		SUNRISE DELI	Yes	No	No	USD	08/23/2023	20.00
		37213	68441	Check	1	09865		TARAMELLI MASONRY	Yes	No	No	USD	08/09/2023	473.00
		37194	68396	Check	1	3995		TRA	Yes	No	No	USD	08/02/2023	30.00
		37190	68393	Check	1	10275		VAALER INSURANCE INC	Yes	No	No	USD	08/02/2023	138,741.60
		37193	68395	Check	1	3994		WARREN DOESKEN	Yes	No	No	USD	08/02/2023	1,856.20
		37279	68479	Check	1	4002		WOLFRIDGE GOLF COURSE	Yes	No	No	USD	08/23/2023	1,980.00
Bank Total: 10													\$554,229.69	
Report Total:													\$554,229.69	

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on August 28, 2023, in the Elementary Board Room. Members present: Directors Rice, Randa Sauter, Lappi, Corradi Simon, Rahja, and Chair Casey.
Members absent: None

Public Comment: None

Recognition of Guests and Visitors: InGensa presented plan A and B for the gymnasium.

APPROVE AGENDA

Moved by Director Lappi supported by Director Corradi Simon, to approve the agenda with the following changes: Personnel, item I, change Job # from 239 to 247. Administrative Business, remove item A. Motion carried unanimously.

REPORTS:

- Principal Hake addressed the board regarding the following: New Broadcast/Journalism lab, Students are all scheduled, Building is ready (thank you to maintenance for the awesome job), Enrollment is up, AI (no concerns at this time)
- Principal Winter addressed the board regarding the following: KG numbers are up, WBWF, Reading For All, PBIS “Game On”, Open House 2-6:30, and staggering KG starting.
- AD Vake addressed the board regarding numbers for sports, and the need for additional coaches for Volleyball and Football.
- Superintendent Morrison informed the board that he severed the nursing contract with Aveanna.

APPROVE CONSENT AGENDA

Moved by Director Randa Sauter supported by Director Rahja and approved unanimously to approve the Consent agenda which consists of the Minutes from the August 14, 2023, Regular Meeting.

Personnel:

HIRE PAT JENSEN

Moved by Director Corradi Simon, supported by Director Lappi to approve the hiring of Pat Jensen, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE MIKE RAJKOVICH

Moved by Director Rahja, supported by Director Corradi Simon to approve the hiring of Mike Rajkovich, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE FRANK CERAR

Moved by Director Lappi, supported by Director Rice to approve the hiring of Frank Cerar, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE JEREMY FLEMING

Moved by Director Rahja, supported by Director Corradi Simon to approve the hiring of Jeremy Fleming, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE TERRY VESEL

Moved by Director Lappi, supported by Director Rice to approve the hiring of Terry Vesel, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE MATT NELSON

Moved by Director Lappi, supported by Director Corradi Simon to approve the hiring of Matt Nelson, volunteer football coach, for the 2023 season. Motion carried unanimously.

HIRE CHRISTINE OLSON

Moved by Director Rahja, supported by Director Lappi to approve the hiring of Christine Olson, Special Education Instructor, High School, effective August 29, 2023. Motion carried unanimously.

HIRE TIMOTHY KIRSCH

Moved by Director Rice, supported by Director Corradi Simon to approve the hiring of Timothy Kirsch to Job #236 Custodian/Bus Driver, High School, effective August 24, 2023.

HIRE BETHANIE HERRMANN

Moved by Director Lappi, supported by Director Rahja to approve the hiring of Bethanie Herrmann to Job #247 Paraprofessional, pending background and successful completion of paperwork, effective August 29, 2023. Time of hire: 5:57 pm.

HIRE SAGE MANKUS

Moved by Director Corradi Simon, supported by Director Randa Sauter to approve the hiring of Sage Mankus to Job @239 Paraprofessional, pending background and successful completion of paperwork, effective August 29, 2023. Time of hire: 5:58 pm.

APPROVE LEAVE OF ABSENCE FOR RYAN LUCAS

Motion failed due to lack of support for motion.

Administrative Business:APPROVE TRANSFERRING OWNERSHIP OF THE SAFE DEPOSIT BOX

Motion by Director Corradi Simon, supported by Director Rahja to approve transferring ownership of the safe deposit box at the First National Bank, Chisholm, MN, to Mark Morrison, Superintendent. Motion carried unanimously.

APPROVE POLICY 506 STUDENT DISCIPLINE

Moved by Director Rice, supported by Director Rahja to approve Policy 506 Student Discipline. Motion carried unanimously.

APPROVE POLICY 613 GRADUATION REQUIREMENTS

Moved by Director Rice, supported by Director Rahja to approve Policy 613 Graduation Requirements. Motion carried unanimously.

APPROVE POLICY 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

Moved by Director Rice, supported by Director Rahja to approve Policy 616 School District System Accountability. Motion carried unanimously.

APPROVE POLICY 617 SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS

Moved by Director Rice, supported by Director Rahja to approve Policy 617 School District Ensurance of Preparatory and High School Standards. Motion carried unanimously.

APPROVE POLICY 621 LITERACY AND THE READ ACT

Moved by Director Rice, supported by Director Rahja to approve Policy Literacy and the Read ACT. Motion carried unanimously.

APPROVE POLICY 708 TRANSPORTATION OF NON PUBLIC SCHOOL STUDENTS

Moved by Director Rice, supported by Director Rahja to approve Policy 709 Student Transportation Safety Policy. Motion carried unanimously.

APPROVE POLICY 806 CRISIS MANAGEMENT

Moved by Director Rice, supported by Director Rahja to approve Policy 806 Crisis Management. Motion carried unanimously.

Discussion:

- Staff Breakfast Tuesday, August 29, 2023, 8:00-8:45 AM
- Bussing for soccer games

Information:

- Enrollment numbers

ADJOURN

Moved by Director Rice, supported by Director Rahja to adjourn the meeting at P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Recommendation to Hire

Position: Job #239 Paraprofessional

Posting duration: Posted-8/7/2023 and 9/01/2023

Advertising Location: Website, EdPost, Indeed

Number of Qualified: 4

Licensed Applications: NA

Interview committee Names: Karla Winter, Robbie Albert

Recommended for hire: Nancy Hill

Supervisor: Karla Winter

para freeze

1 message

Jennifer Waryas <jwaryas@chisholm.k12.mn.us>

Tue, Sep 5, 2023 at 7:52 AM

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

I would like to Freeze my spot in the AFSCME union this year due to taking a nursing position within the school district.

Thank you,

--

Jennifer Waryas
LPN / Para Educator
Chisholm ISD 695

**AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 695**

AND

Jennifer Waryas

Licensed Practical Nurse

August 29, 2023-June 30, 2024

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE "EMPLOYER," AND JENNIFER WARYAS, LICENSED PRACTICAL NURSE, HEREINAFTER REFERRED TO AS THE "EMPLOYEE." THE EMPLOYEE IS HIRED AS AN "AT WILL" EMPLOYEE.

ARTICLE I
PURPOSE AND AGREEMENT

Section 1.

Employer hereby hires Employee to provide services as a Licensed Practical Nurse ("LPN") under the terms and conditions set forth in this Agreement. Employee must at all times maintain any required licensure to provide LPN services to the District.

ARTICLE II
HOURLY COMPENSATION

Section 1.

Employer will pay Employee at a rate of \$24.00 per hour during the term of this Agreement. Employee will be paid on an hourly basis and will be considered non-exempt for purposes of the Fair Labor Standards Act.

ARTICLE III
NOTICE OF TERMINATION

Section 1.

Employee is employed on an "at will" basis. Either party may terminate this Agreement at any time, with or without cause, upon notice to the other Party. If Employee fails to provide at least two weeks' written notice of her desire to terminate her employment, she will not be eligible for any payment of accrued, unused vacation or sick leave or any other benefits following her separation from employment.

ARTICLE IV
SICK LEAVE

Section 1.

Upon the effective date of this Agreement, the Employee shall earn sick leave at the rate of two (2) working days for each month of service. Employee may carry over sick leave days from previous employment with the District up to a maximum of one hundred eighty (180) sick days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to her illness which prevented her attendance at school and performance of duties on that day or days. Employee may use sick leave for her own illness or under the conditions set forth in Minn. Stat. § 181.9413 until the statute expires on December 31, 2023. Effective January 1, 2024, Employee may use sick leave for any of the purposes set forth in Minn. Stat. § 181.9447 as it may be amended.

To the extent permitted by law, the Employer may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, to qualify for sick leave pay. However, the final determination as to the eligibility for payment of the Employee for sick leave is reserved to the Employer. If a medical certificate will be required, the Employee will be so advised.

Section 3.

Emergency and other leaves may be granted upon approval of the Superintendent of Schools or School District in the Employer's sole discretion.

Section 4

The School District agrees to pay \$110 per day for sick leave accumulated to 180 days as severance pay upon termination of employment from the School District or upon death of the employee. In order to be eligible for payment of unused sick leave under this Section, Employee must comply with the two-week notice requirement set forth in Article VI above in the event of her termination of this Agreement. Employer in its sole discretion may waive this two-week notice requirement if Employee is unable to provide notice due on an emergency or other exigent circumstances.

Section 5.

In accordance with Minn. Stat. § 176.021, subd. 5, if Employee is injured while performing duties for Employer and qualifies for workers' compensation benefits, she may draw from her accumulated sick or vacation leave in order to make up the difference between her regular salary and the workers' compensation insurance payments she receives. Employee's accumulated sick or vacation leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section will immediately cease to apply if the Employee exhausts her accumulated sick or vacation leave.

Section 6.

Four (4) personal leave days shall be allowed per year. One personal day shall be allowed to carry over to the next year with a maximum of five (5) in one year. Unused personal days in any

given year will be paid to the employee at the daily rate of pay based on a seven-hour workday. Personal days may be taken as either full days or half days.

ARTICLE V
DEATH IN A FAMILY

Section 1.

The employee shall be granted five (5) days bereavement leave for a death within the employee's immediate family. The time utilized shall be in a reasonable amount and shall be determined after conferring with the Superintendent. Days utilized will not be deducted from sick leave.

ARTICLE VII
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

New Year's Day	Easter Monday	Labor Day
President's Day	Memorial Day	Thanksgiving Day
Good Friday	Independence Day	Christmas Day

The Employee will also be given the Friday after Thanksgiving as a paid holiday. If Veteran's Day becomes a school holiday, Employee will receive Veteran's Day as a paid holiday and the Friday after Thanksgiving would no longer be given as a paid holiday.

Section 2.

The Employee when required to work on any of the above-mentioned holidays shall be compensated at time and one-half pay for her work that day in addition to her regular holiday pay.

Section 3.

To qualify for holiday pay for a holiday not worked, it is required that the Employee shall have worked her last scheduled workday or shift prior to the holiday, and the first scheduled workday following the holiday, unless the Employee is absent before or after a holiday for due to an approved absence.

ARTICLE VIII
VACATIONS

Section 1.

Upon the effective date of this Agreement, the Employee shall be credited (10) days of annual paid vacation each contract year.

Section 2.

Upon termination of employment for any cause, the Employee shall be paid for any accrued, unused vacation days up to a maximum of 30 days to be paid out at the daily rate of pay based on a seven-hour work day, provided that Employee complies with the two-week notice requirement set forth in Article VI above. Employer in its sole discretion may waive this two-week notice requirement if Employee is unable to provide notice due on an emergency or other exigent circumstances.

ARTICLE IX
HOURS OF WORK

Section 1.

Employee's basic duty day is a seven (7) hour day, with a 30-minute duty free lunch, from 7:45 am -3:15 pm.

Section 2.

Employee may not work more than forty hours in one week without prior written approval of the District's Superintendent. Any overtime approved by the Superintendent will be paid at one and one-half times Employee's hourly rate in accordance with applicable law. In lieu of receiving payment for overtime hours worked, the Employee may elect to receive compensatory time at a rate of one and one-half (1 ½) times the overtime hours worked with the District's prior approval. The Employee must elect to receive compensatory time prior to working overtime. She shall file a written request to use compensatory time at least three (3) days in advance of the period for taking such compensatory time. Employee will be paid out for any unused compensatory time on or before June 30 of each year. .

ARTICLE XI
INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

If Employee elects to participate in the District’s group health plan, Employee will be entitled health and hospitalization insurance coverage and contributions as provided in Appendix B, Section C of the 2023-2025 collective bargaining agreement between Employer and AFSCME, Local Union No. 436.

Section 2. Life Insurance

The Employer will provide and pay for the premiums for a Life Insurance Program for the Employee as follows:

Basic Insurance per employee	\$100,000.00
------------------------------	--------------

Active Employees retain the option to purchase more life insurance at her own expense as per the policy of the insurance carrier. The Employer shall provide a \$10,000 paid-up life insurance at retirement.

Section 3. Retired and Disabled Employee Coverage:
See Appendix “A”

Section 5. Long-Term Disability Policy: 100% paid by the School District.

ARTICLE XII
DURATION OF AGREEMENT

The term of this Agreement is from August 29, 2023, to June 30, 2024.

Jennifer Waryas
Licensed Practical Nurse

In witness where of we have subscribed our signatures this ____ day of _____, 20____.

Chairman, Board of Education

Clerk, Board of Education

APPENDIX "A"

RETIRED AND DISABLED EMPLOYEE COVERAGE

- A.** Retiring employees hired after January 1, 2016, who are qualified by P.E.R.A. requirements (age plus years of service) must either have served the School District for at least 15 years, or otherwise have 20 years of service or more with the School District immediately prior to retirement in order to qualify for the retiree plan.

Effective September 1, 2019 VEBA/ Retiree Hospital/Medical Benefits shall be as follows:

**SCHEDULE E
VEBA MEDICAL
RETIREE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 9/1/2021**

	Total	District Share	Employee Share
Family 65-	\$2,091.00	\$1,247.17	\$843.83
Single 65-	\$851.50	\$613.25	\$238.25
Single RE Dependent	\$851.50	\$458.50	\$393.00

**GROUP PLATINUM BLUE
RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$130.00	\$100.50	\$29.50
Retired Emp Dependent	\$130.00	\$64.50	\$65.50
RE Widow/Widower	\$130.00	\$0	\$130.00

**(Any increases would be a 50/50 split.)
PRE-MACRA RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$254.00	\$162.50	\$91.50
Retired Employee	\$254.00	\$126.25	\$127.75

Dependent

RE Widow/Widower \$254.00 \$0.00 \$254.00

**(Any increases would be a 50/50 split.)
POST MACRA SENIOR GOLD/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$236.50	\$153.75	\$82.75
Retired Employee	\$236.50	\$117.75	\$118.75
Dependent			
RE Widow/Widower	\$236.50	\$0	\$236.50

**RETIREE/MEDICARE ELIGIBLE GROUP PRESCRIPTION PLAN (BLUE RX)
Effective rates as of 1/1/2022**

	Total	District Share	Employee share
Retired Employee	\$178.00	\$110.50	\$67.50
Retired Emp Dependent	\$178.00	\$88.50	\$89.50
RE Widow/Widower	\$178.00	\$0	\$178.00

RETIREE/MEDICARE ELIGIBLE PRESCRIPTION RATES AS FOLLOWS:

		\$0, \$20, \$40, \$60, 25%
GAP		NO
DEDUCTIBLE		N/A
LEVEL 1	FORMULARY GENERIC	\$0
LEVEL 2	FORMULARY PREFERRED BRAND	\$20
LEVEL 3	FORMULARY BRAND	\$40
LEVEL 4	SPECIAL TIER	\$60
SUPPLEMENTAL DRUGS		25%
FORMULARY		4-LEVEL

- B. All retirees qualifying under Section (A) and dependents eligible for parts A or B Medicare, or both, shall enroll in those parts of Medicare for which they are eligible and

shall be offered a supplemental plan to Medicare which will make their level of benefits equal to the benefits of an active employee. The district and retiree shall split premium increases 50/50. Effective January 1, 2008, a new supplemental plan shall be offered to all qualifying retirees and their dependents. Each qualifying individual will carry a single supplemental plan covering both medical and prescription coverage. Conditions governing the new supplemental coverage include:

- a) All increases in both medical and prescription coverage will be split 50/50.
 - b) This is the plan for all future retirees covered by medical/retiree insurance.
- C. Retirees, as defined in Section (A) above, and/or their dependents that are not eligible for Medicare, shall be continued on the active group level of benefits. The School District will contribute towards single and family coverage in accordance with the active employee Hospital/Medical Benefits Schedule. The district and retiree shall split premium increases 50/50.
- D. Part-time employees who are eligible as active employees for hospitalization and medical insurance coverage shall qualify for the retiree plan.
- E. The retired employee shall monthly remit to the School District Business Office that portion of the premium for which he/she is liable prior to the due date. Failure to comply with such procedure shall result in a termination of the plan for such employee.
- F. Retiring employees not eligible for Medicare must have served the School District for at least 15 continuous years immediately prior to retirement in order to qualify for the following plan:
1. Retirees who are forced to leave for medical reasons shall be continued on the active level of benefits. The School District will contribute towards single and family coverage. The district and retiree shall split premium increases 50/50.
 2. The School Board reserves the right to determine the eligibility of the employee applying for this benefit.
- G. Each retiree, upon retirement, shall be given a copy of the rules for hospital and medical insurance coverage for retired employees.

**AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 695**

AND

Sara Brust

Registered Nurse

August 28, 2023-JUNE 30, 2024

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE "EMPLOYER," AND Sarah Brust, Registered Nurse, HEREINAFTER REFERRED TO AS THE "EMPLOYEE." THE EMPLOYEE IS HIRED AS AN "AT WILL" EMPLOYEE.

ARTICLE I
PURPOSE AND AGREEMENT

Section 1.

Employer hereby hires Employee to provide services as a Registered Nurse ("RN") under the terms and conditions set forth in this Agreement. Employee must at all times maintain any required licensure to provide RN services to the District.

ARTICLE II
SALARY

Section 1.

Employee will be paid a salary of \$52,772 during the term of this Agreement. Employee's position will be considered exempt for Fair Labor Standards Act purposes. Employee's "daily rate of pay" when used in this Agreement shall be \$293.18.

ARTICLE III
NOTICE OF TERMINATION

Section 1.

Employee is employed on an "at will" basis. Either party may terminate this Agreement at any time, with or without cause, upon notice to the other Party. If Employee fails to provide at least two weeks' written notice of her desire to terminate her employment, she will not be eligible for any payment of accrued, unused vacation or sick leave or any other benefits following her separation from employment.

ARTICLE IV
SICK LEAVE

Section 1.

Upon the effective date of this Agreement, the Employee shall be credited 18 sick leave days. Employee may carry over sick leave days from previous employment with the District up to a maximum of one hundred eighty (180) sick days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to her illness which prevented her attendance at school and performance of duties on that day or days. Employee may use sick leave for her own illness or under the conditions set forth in Minn. Stat. § 181.9413 until the statute expires on December 31, 2023. Effective January 1, 2024, Employee may use sick leave for any of the purposes set forth in Minn. Stat. § 181.9447 as it may be amended.

To the extent permitted by law, the Employer may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, to qualify for sick leave pay. However, the final determination as to the eligibility for payment of the Employee for sick leave is reserved to the Employer. If a medical certificate will be required, the Employee will be so advised.

Section 3.

Emergency and other leaves may be granted upon approval of the Superintendent of Schools or School District in the Employer's sole discretion.

Section 4.

In accordance with Minn. Stat. § 176.021, subd. 5, if Employee is injured while performing duties for Employer and qualifies for workers' compensation benefits, she may draw from her accumulated sick or vacation leave in order to make up the difference between her regular salary and the workers' compensation insurance payments she receives. Employee's accumulated sick or vacation leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section will immediately cease to apply if the Employee exhausts her accumulated sick or vacation leave.

Section 5.

Four (4) personal leave days shall be allowed per year. One personal day shall be allowed to carry over to the next year with a maximum of five (5) in one year. Unused personal days in any given year will be paid to the employee at the daily rate of pay. Personal days may be taken as either full days or half days.

ARTICLE V
DEATH IN A FAMILY

Section 1.

The employee shall be granted five (5) days bereavement leave for a death within the employee's immediate family. The time utilized shall be in a reasonable amount and shall be determined after conferring with the Superintendent. Days utilized will not be deducted from sick leave.

ARTICLE VI
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

Two days at New Year's	Easter Monday	Labor Day
President's Day	Memorial Day	Thanksgiving Day
Good Friday	Independence Day	Two days at Christmas

The Employee will also be given the Friday after Thanksgiving as a paid holiday. If Veteran's Day becomes a school holiday, Employee will receive Veteran's Day as a paid holiday and the Friday after Thanksgiving would no longer be given as a paid holiday.

Section 2.

The Employee when required to work on any of the above-mentioned holidays shall be compensated at time and one-half pay for her work that day in addition to her regular holiday pay.

Section 3.

To qualify for holiday pay for a holiday not worked, it is required that the Employee shall have worked her last scheduled workday or shift prior to the holiday and the first scheduled workday following the holiday, unless the Employee is absent before or after a holiday due to an approved absence.

ARTICLE VII
HOURS OF WORK

Section 1.

Employee's normal duty day will be from 8:00 am-3:17 pm on all school days, although Employee may be expected to work the number of hours to complete her assigned job duties consistent with her exempt status under the Fair Labor Standards Act.

ARTICLE VIII
INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance

If Employee elects to participate in the District's group health plan, Employee will be entitled health and hospitalization insurance coverage and contributions as provided in Article VIII of the 2023-2025 collective bargaining agreement between Employer and Education Minnesota-Chisholm, Local 1276 ("Teachers' CBA").

Section 2. Life Insurance

The Employer will provide and pay for the premiums for a Life Insurance Program for the Employee as follows:

Basic Insurance per employee	\$100,000.00
------------------------------	--------------

Active Employees retain the option to purchase more life insurance at her own expense as per the policy of the insurance carrier. The Employer shall provide a \$10,000 paid-up life insurance at retirement.

Section 3. Retired and Disabled Employee Coverage:

See Appendix "A"

Section 5. Long-Term Disability Policy: 100% paid by the School District.

ARTICLE IX
DURATION OF AGREEMENT

Except as otherwise provided, this Agreement shall continue in full force and effect from August 28, 2023 until June 30, 2024. This Agreement will immediately terminate if Employee obtains Minnesota licensure as a Licensed School Nurse. **Upon Employee obtaining licensure as a Licensed School Nurse, her position will transition to a Licensed School Nurse position subject to the terms and conditions of employment outlined in the Teachers' CBA.**

In witness where of I have subscribed by signature this _____ day of _____, 20____.

Sarah Brust
Registered Nurse

In witness where of we have subscribed our signatures this _____ day of _____, 20____.

Chairman, Board of Education

Clerk, Board of Education

APPENDIX "A"

RETIRED AND DISABLED EMPLOYEE COVERAGE

- A.** Retiring employees hired after January 1, 2016, who are qualified by P.E.R.A. requirements (age plus years of service) must either have served the School District for at least 15 years, or otherwise have 20 years of service or more with the School District immediately prior to retirement in order to qualify for the retiree plan.

Effective September 1, 2019 Veba/ Retiree Hospital/Medical Benefits shall be as follows:

**SCHEDULE E
VEBA MEDICAL
RETIREE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 9/1/2021**

	Total	District Share	Employee Share
Family 65-	\$2,091.00	\$1,247.17	\$843.83
Single 65-	\$851.50	\$613.25	\$238.25
Single RE Dependent	\$851.50	\$458.50	\$393.00

**GROUP PLATINUM BLUE
RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$130.00	\$100.50	\$29.50
Retired Emp Dependent	\$130.00	\$64.50	\$65.50
RE Widow/Widower	\$130.00	\$0	\$130.00

**(Any increases would be a 50/50 split.)
PRE-MACRA RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$254.00	\$162.50	\$91.50

Retired Employee	\$254.00	\$126.25	\$127.75
Dependent			
RE Widow/Widower	\$254.00	\$0.00	\$254.00

(Any increases would be a 50/50 split.)
POST MACRA SENIOR GOLD/MEDICARE ELIGIBLE HOSPITAL/MEDICAL
BENEFITS
Effective rates as of 1/1/2022

	Total	District Share	Employee Share
Retired Employee	\$236.50	\$153.75	\$82.75
Retired Employee	\$236.50	\$117.75	\$118.75
Dependent			
RE Widow/Widower	\$236.50	\$0	\$236.50

RETIREE/MEDICARE ELIGIBLE GROUP PRESCRIPTION PLAN (BLUE RX)
Effective rates as of 1/1/2022

	Total	District Share	Employee share
Retired Employee	\$178.00	\$110.50	\$67.50
Retired Emp Dependent	\$178.00	\$88.50	\$89.50
RE Widow/Widower	\$178.00	\$0	\$178.00

RETIREE/MEDICARE ELIGIBLE PRESCRIPTION RATES AS FOLLOWS:

		\$0, \$20, \$40, \$60, 25%
GAP		NO
DEDUCTIBLE		N/A
LEVEL 1	FORMULARY GENERIC	\$0
LEVEL 2	FORMULARY PREFERRED BRAND	\$20
LEVEL 3	FORMULARY BRAND	\$40
LEVEL 4	SPECIAL TIER	\$60
SUPPLEMENTAL DRUGS		25%
FORMULARY		4-LEVEL

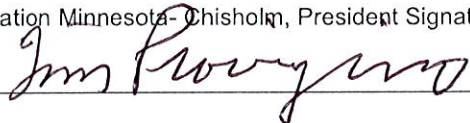
- B. All retirees qualifying under Section (A) and dependents eligible for parts A or B Medicare, or both, shall enroll in those parts of Medicare for which they are eligible and shall be offered a supplemental plan to Medicare which will make their level of benefits equal to the benefits of an active employee. The district and retiree shall split premium increases 50/50. Effective January 1, 2008, a new supplemental plan shall be offered to all qualifying retirees and their dependents. Each qualifying individual will carry a single supplemental plan covering both medical and prescription coverage. Conditions governing the new supplemental coverage include:
- a) All increases in both medical and prescription coverage will be split 50/50.
 - b) This is the plan for all future retirees covered by medical/retiree insurance.
- C. Retirees, as defined in Section (A) above, and/or their dependents that are not eligible for Medicare, shall be continued on the active group level of benefits. The School District will contribute towards single and family coverage in accordance with the active employee Hospital/Medical Benefits Schedule. The district and retiree shall split premium increases 50/50.
- D. Part-time employees who are eligible as active employees for hospitalization and medical insurance coverage shall qualify for the retiree plan.
- E. The retired employee shall monthly remit to the School District Business Office that portion of the premium for which he/she is liable prior to the due date. Failure to comply with such procedure shall result in a termination of the plan for such employee.
- F. Retiring employees not eligible for Medicare must have served the School District for at least 15 continuous years immediately prior to retirement in order to qualify for the following plan:
- 1. Retirees who are forced to leave for medical reasons shall be continued on the active level of benefits. The School District will contribute towards single and family coverage. The district and retiree shall split premium increases 50/50.
 - 2. The School Board reserves the right to determine the eligibility of the employee applying for this benefit.
- G. Each retiree, upon retirement, shall be given a copy of the rules for hospital and medical insurance coverage for retired employees.

**Memorandum of Understanding
Between
Independent School District 695, Chisholm
And
Education Minnesota - Chisholm, Local 1276**

Independent School District 695 (District) and Education Minnesota - Chisholm (Union) hereby enter into this agreement for Teresa Allen on Special Assignment position. The District and the Union agree as follows:

1. This agreement is non-precedent setting.
2. This MOU is a revision of the MOU agreed to by Independent School District 695, Chisholm and Education Minnesota - Chisholm, Local 1276 dated August 18, 2021, on behalf of Teresa Allen, and it is in effect for the 2023-2024 school year.
3. During the 2023-2024 school year, he/she will have the following schedule:
 - a. 3 periods of classroom instruction
 - b. 1 period of prep time
 - c. 3 periods Dean of Students
4. He/She shall continue to receive all compensations, fringe benefits, and other contractual benefits and protections. Due to the nature of the special assignment, additional time and/or compensation may be required. Such time and compensation will be outlined in the description of the position.
5. Accrual of seniority shall be unaffected by the TOSA assignment. He/She shall continue to earn experience credit (seniority) as if he/she were regularly employed as a teacher in the district.
6. During the term of the special assignment, both parties will have the ability to evaluate the program and/or personnel needs, and if necessary request a change in assignment. In the event that either the district or the TOSA wish to end the term of the assignment, notification must be given to the other party, in writing, by April 1" for the following school year.
7. Upon returning to their teaching duty from this TOSA assignment he/she shall be reinstated to the teaching assignment he/she held prior to the special assignment, unless that position is no longer available. In that case, the teacher will be reassigned to a comparable position consistent with the teacher's licensure.

Education Minnesota - Chisholm, President Signature/Date:



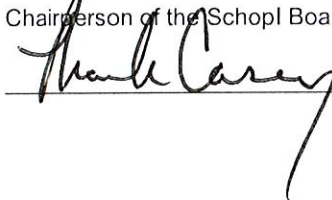
Teacher on Special Assignment Signature/Date:

 9-5-23

Superintendent of School, ISD 695 Signature/Date:

 8-31-23

Chairperson of the School Board, ISD 695 Signature/Date:



Level II Football Coach

1 message

Travis Vake <tvake@chisholm.k12.mn.us>
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Wed, Sep 6, 2023 at 10:34 AM

Hi Lisa,

I met and interviewed with Frank Cerar for the open Level II Football Coach position and I would recommend that the School Board approve and hire him as the new Level II Football Coach for the Chisholm Bluestreaks. His salary would be based on the current teacher contract and that amounts to 7% of BA Step 10 which equals = \$4,784.08. Frank is currently a head coach for Boys Track and he will slot in at a second year rate because he has been a Head Coach for Chisholm for 1 year already and is on his second year.

Thank you,

--

Travis Vake
Athletic Director
Social Studies
Chisholm High School

Level III Volleyball Coach

1 message

Travis Vake <tvake@chisholm.k12.mn.us>
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Wed, Sep 6, 2023 at 10:31 AM

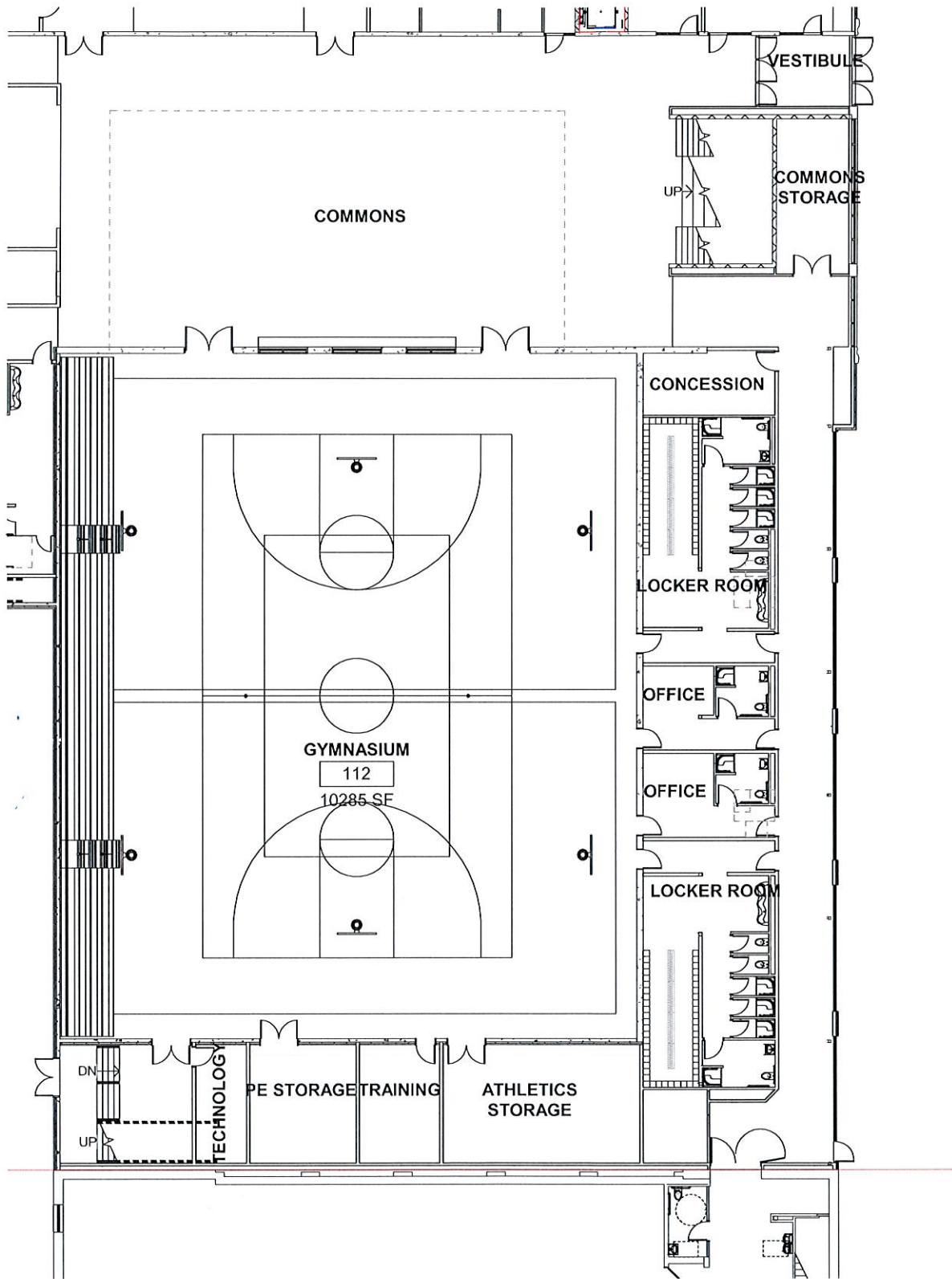
Hey Lisa,

I met and interviewed with Jessica Trunell for the open Level III Volleyball position and I would recommend that the School Board approve and hire her as the new Level III Volleyball Coach for the Chisholm Bluestreaks. Her salary would be based on the current teacher contract and that amounts to 4% of BA Step 10 which equals = \$2,733.75.

Thank you,

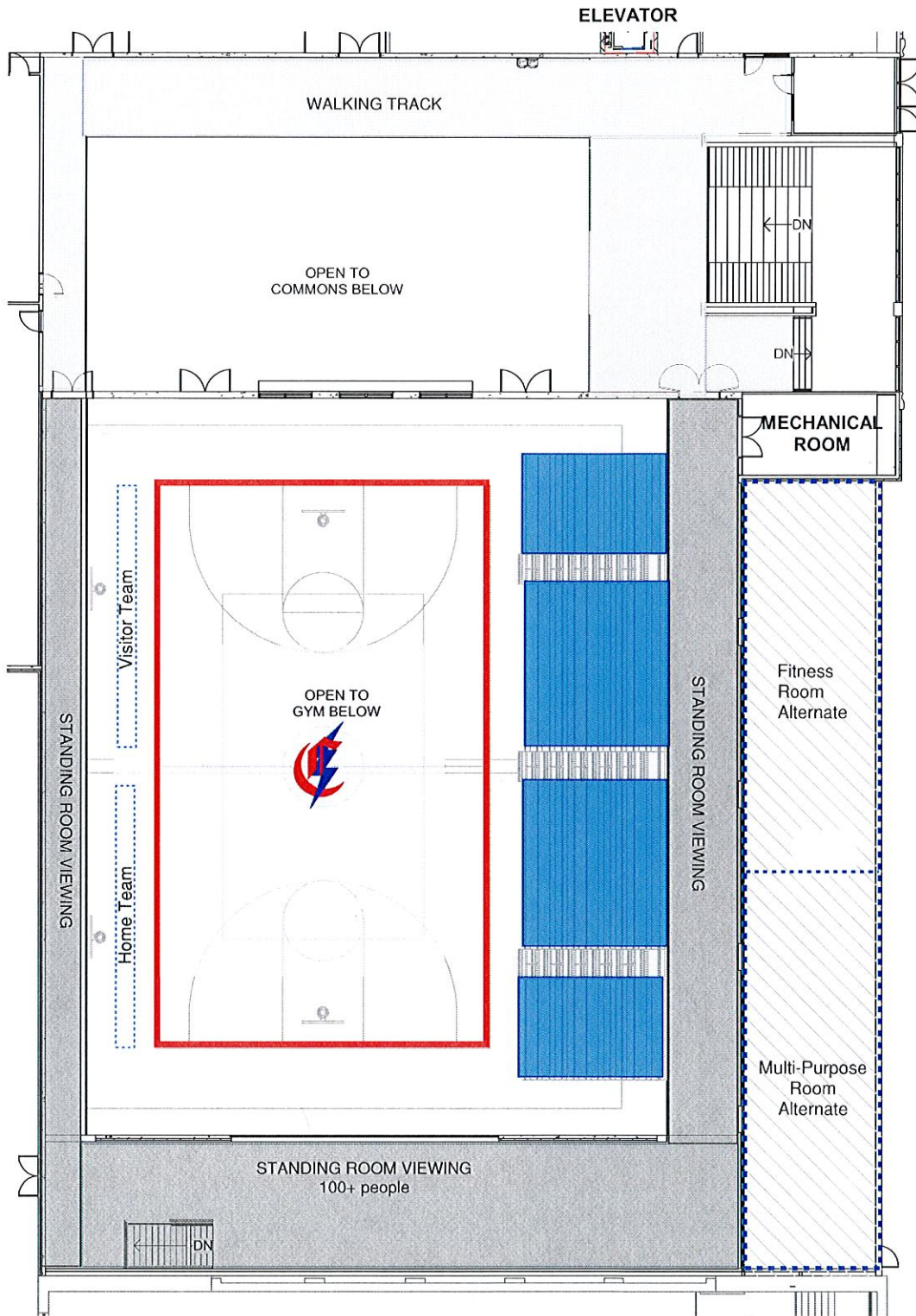
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Travis Vake
Athletic Director
Social Studies
Chisholm High School

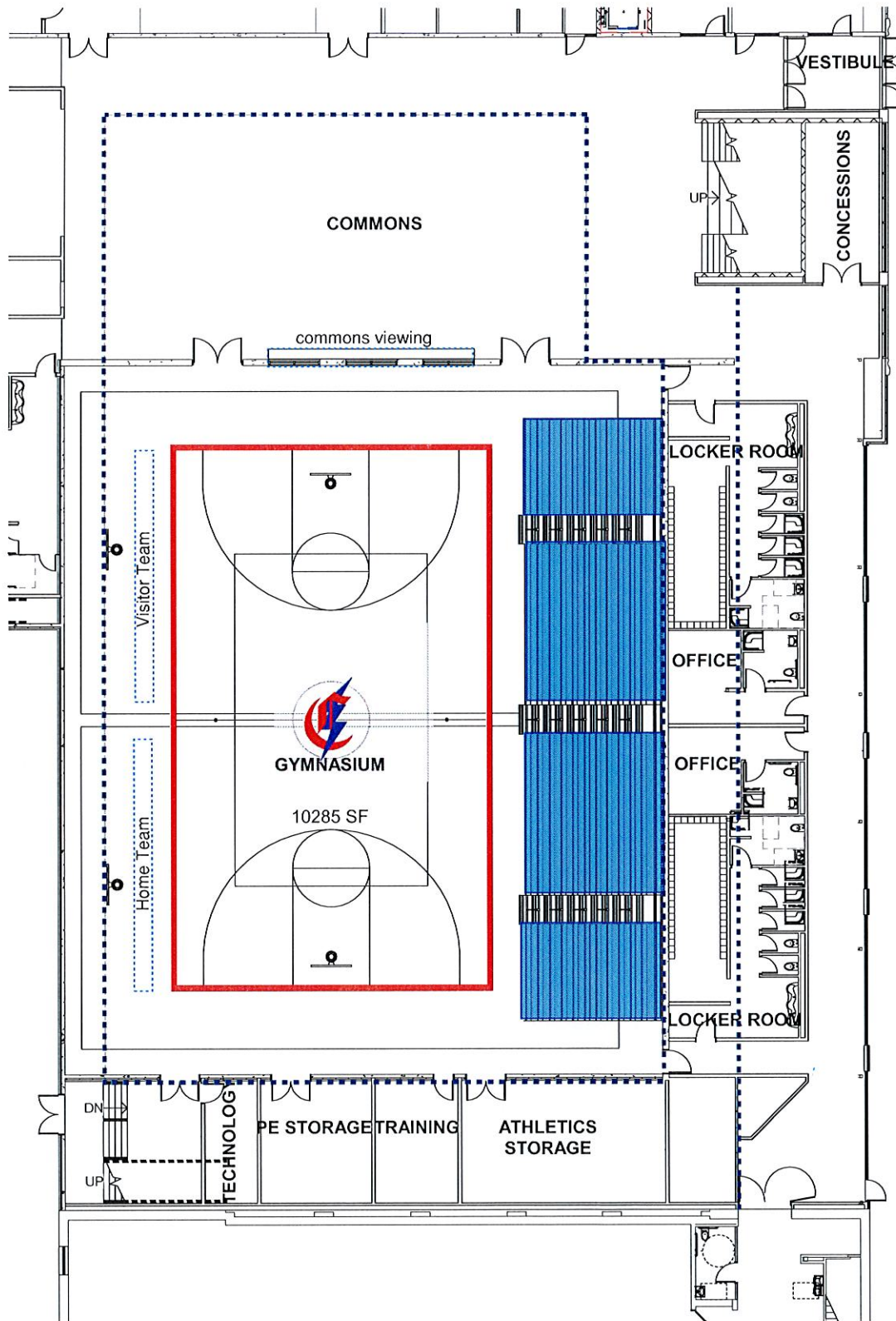


GYM LAYOUT - OPTION 1 40

08/25/23



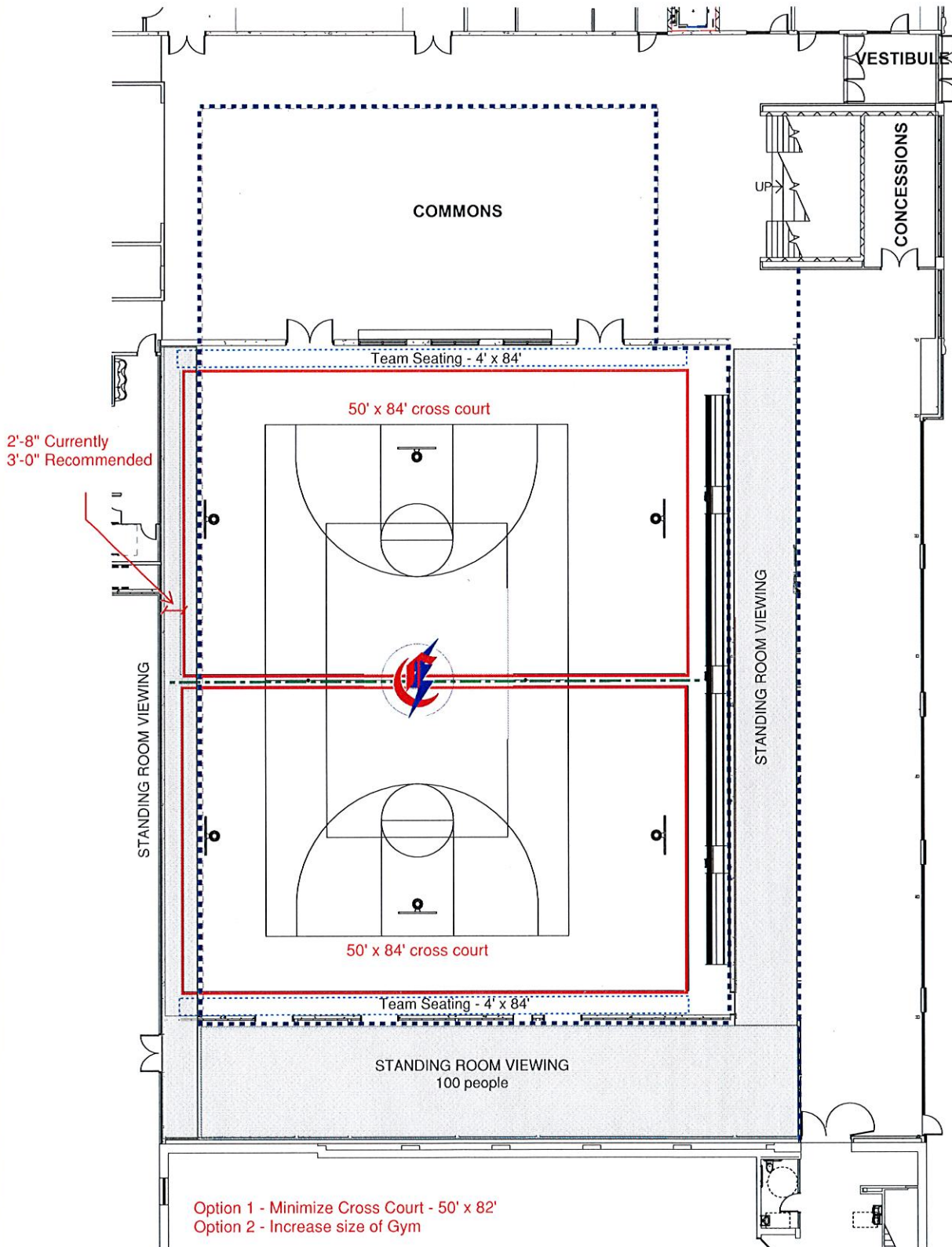
GYM LAYOUT - WALKING TRACK



GYM LAYOUT - OPTION 2A₄₂

BLEACHERS - 640
WALKING TRACK - 100

08/25/23



GYM LAYOUT - OPTION 2B₄₃

08/25/23

HIGH SCHOOL - BUILDING IMPROVEMENT LIST						
ITEM #	DEFICIENCY NAME	ACTION PRIORITY	CATEGORY	PROJECT COSTS ESTIMATE	INCLUDED (X)	POTENTIAL IRRRB PROJECTS
INTERIOR						
HS-INT-1	Ramps Near Gym and Auditorium ADA Deficient	1	ADA	\$ 7,293		\$ -
HS-INT-2	Acoustical Ceiling Replacement	2	Interior Conditions	\$ 948,362		\$ -
HS-INT-3	Replace Doors and Transoms	3	Interior Conditions	\$ 296,280		\$ -
HS-INT-4	Replace Lockers	2	Interior Conditions	\$ 173,817		\$ -
HS-INT-5	Update Restroom Partitions Doors	1	Interior Conditions	\$ 25,526		\$ -
HS-INT-6	Maintenance on Quarry Tile Stairs	3	Interior Conditions	\$ 145,861		\$ -
HS-INT-7	Handrails at Stairs do not Meet Code	1	ADA	\$ 52,510		\$ -
HS-INT-8	Replace Casework & Teaching Wall Boards - Includes Asbestos	2	Interior Conditions	\$ 743,866		\$ -
HS-INT-10	Auditorium Roof Access	1	Interior Conditions	\$ 151,938	x	\$ 151,938
HS-INT-11	Remove and Replace Worn Carpet	2	Interior Conditions	\$ 43,146		\$ -
HS-INT-12	Add Music Room Instrument Storage	1	Interior Conditions	\$ 27,957		\$ -
HS-INT-13	Updating Toilet Rooms Finishes	3	Interior Conditions	\$ 189,923		\$ -
HS-INT-14	Provide New Vinyl Plank Flooring In Classrooms	3	Interior Conditions	\$ 709,138		\$ -
HS-INT-15	Lack of Event Management	3	Life Safety & Security	\$ 60,775		\$ -
HS-INT-16	Updating Hard surfaces with New Coat of Paint	3	Interior Conditions	\$ 575,901		\$ -
HS-INT-17	Asbestos Abatement Allowance	1	Asbestos Abatement	\$ 145,861		\$ -
HS-INT-18	Auditorium Seating Refurbishment/Replacement	1	Interior Conditions	\$ 507,231	x	\$ 507,231
HS-INT-19	Elevator Modernization	1	ADA	\$ 110,611	x	\$ 110,611
MECHANICAL						
HS-M-1	Ventilation Systems Upgrades	2	Mechanical/HVAC	\$ 7,397,089		\$ -
HS-M-2a	Classroom Area Dehumidification	3	Mechanical/HVAC	\$ 2,269,229		\$ -
HS-M-2b	Auditorium Ventilation	1	Mechanical/HVAC	\$ 1,194,553	x	\$ 1,194,553
HS-M-2c	Gym Dehumidification	3	Mechanical/HVAC	\$ 84,903		\$ -
HS-M-2d	Music Area Dehumidification	3	Mechanical/HVAC	\$ 74,097		\$ -
HS-M-2e	Shop Area Dehumidification	3	Mechanical/HVAC	\$ 134,301		\$ -
HS-M-3	HVAC Pneumatic Control System Upgrade to Digital	1	Mechanical/HVAC	\$ 703,270	x	\$ 703,270
HS-M-4	Heating/Boiler System Conversion to Hot Water	1	Mechanical/HVAC	\$ 3,106,762	x	\$ 3,106,762
HS-M-5	Domestic Water & Sanitary Drainage System Replacement	2	Plumbing	\$ 3,581,804		\$ -
ELECTRICAL						
HS-EE-1	Data Infrastructure System Upgrades - All Buildings	1	Electrical/Technology	\$ 307,523		\$ -
HS-EE-2	Fire Alarm Systems Upgrade/Replacement	2	Life Safety & Security	\$ 265,892		\$ -
HS-EE-3	Lighting Replacement to LED - Required with Ventilation	3	Electrical/Technology	\$ 1,441,347		\$ -
HS-EE-4	Add Proper Data Raceway	2	Electrical/Technology	\$ 22,061		\$ -
HS-EE-5	Replace Rusted Electrical Gear	4	Electrical/Technology	\$ 75,969		\$ -
HS-EE-6	Electrical Clearance	3	Electrical/Technology	\$ 1,216		\$ -
HS-EE-7	Electrical Systems Recently Updated	3	Electrical/Technology	\$ -		\$ -
SITE						
HS-SITE-1	Concrete Priority I	1	Site Work	\$ 33,643		\$ -
HS-SITE-2	Concrete Priority III	3	Site Work	\$ 37,596		\$ -
HS-SITE-3	East Parking Lot by Bus Garage - Reconstruct	1	Site Work	\$ 327,421		\$ -
HS-SITE-4	South Parking Stalls - Sealcoat	1	Site Work	\$ 530		\$ -
HS-SITE-5	Pavement on the West Side of Building along Alley - Reconstruct	1	Site Work	\$ 8,547		\$ -
HS-SITE-6	North Parking Stalls - Sealcoat	2	Site Work	\$ 1,557		\$ -
HS-SITE-7	Northwest Parking Lot - Aggregate Sealcoat	1	Site Work	\$ 24,580		\$ -
HS-SITE-8	Building Downspout Elbows - Add	1	Site Work	\$ 2,431		\$ -
HS-SITE-9	Fence around NW Lot and Playground - Repair	1	Site Work	\$ 1,519		\$ -
HS-SITE-10	South Sidewalk - Replacement	1	Site Work	\$ 37,776		\$ -
HS-SITE-11	ADA Parking Stalls & Accessible Route for NW Lot	1	ADA	\$ 20,080		\$ -
HS-SITE-12	ADA Parking in City Right-of-Way	3	ADA	\$ -		\$ -

HIGH SCHOOL - BUILDING IMPROVEMENT LIST						
ITEM #	DEFICIENCY NAME	ACTION PRIORITY	CATEGORY	PROJECT COSTS ESTIMATE	INCLUDED (X)	POTENTIAL IRRRB PROJECTS
EXTERIOR						
HS-EXT-1	Gutter Replacements - Copper - Priority 1	1	Building Envelope	\$ 854,942	x	\$ 854,942
HS-EXT-2	Gutter Replacements - Copper - Priority 2	2	Building Envelope	\$ 244,618		\$ -
HS-EXT-3a	Exterior Walls - Repair/Tuck Point - Highest Priority 1	1	Building Envelope	\$ 599,815	x	\$ 599,815
HS-EXT-3b	Exterior Walls - Repair/Tuck Point - Lower Priority 1	1	Building Envelope	\$ 515,970	x	\$ 515,970
HS-EXT-4	Exterior Walls - Repair/Tuck Point - Priority 2	2	Building Envelope	\$ 250,568		\$ -
HS-EXT-5	Window Replacements - All Remaining	1	Building Envelope	\$ 1,521,704	x	\$ 1,521,704
HS-EXT-6	Waterproof Electrical Vault	1	Building Envelope	\$ 227,907	x	\$ 227,907
HS-EXT-R1	Roof Replacements	1	Building Envelope	\$ 262,548	x	\$ 262,548
HS-EXT-R2	Replace Concrete Roofing Tiles	3	Building Envelope	\$ 1,510,532		\$ -
EDUCATIONAL ADEQUACY/ADDITIONS						
HS-EDA-3a	Bus Garage - New	1	Educational Adequacy	\$ 3,367,834		\$ -
Project Total:						\$ 9,757,251

**IRRRB 2023 School Bonds
District Project Narrative
Total Project Cost Statement**

Independent School District No.:

#695 – Chisholm Public Schools

School District Contact Person:

(Name, title, phone, email)

Mark Morrison
Superintendent
218-254-5726 ext. 2901
mmorrison@chisholm.k12.mn.us

Please complete the following information for each proposed project:

Project No. 1

Project Narrative Description:

(Describe the objectives of the bonding projects and summarize the present conditions and the need for the work that is being proposed. Identify the construction, structures, systems, acquisitions and/or improvements to be undertaken. **Describe any planning that has been completed to date. Identify how students will benefit.**)

A facility condition assessment of the District's infrastructure was recently conducted as part of a strategic planning goal and planning for a recently successful referendum. As part of the referendum, two of the District's aging facilities will be closed, Vaughan-Steffensrud Elementary and Chisholm Elementary. A PreK-6 addition will be added to the existing High School. Some improvements to the High School were planned as part the referendum project but because of limited bonding capacity, many identified infrastructure needs were not able to be addressed.

Identified deficiencies were reviewed and prioritized with the Board and Administration as part of the assessment process. The objective of the project is to protect the integrity of the High School building envelope and upgrade aging heating and ventilation systems with reliable, modern, energy efficient systems.

The following is a list of high priority infrastructures needs that were identified during the facility assessment process for the High School. These needs would be addressed as part of the project and are ready to be designed and implemented upon approval.

- Access to the Auditorium roof from within the building is dangerous. A new access point is needed to safely access the roof.
- Replace the Auditorium ventilation system including air handler and distribution system. Much of the system is original to 1924 construction and does not meet current codes.
- Complete required elevator code modernizations.
- Control systems are pneumatic and nearing the end of service life and are in need of replacement to a modern digital system.
- The heating systems serving ventilation and building heat are currently steam. The systems have experienced an increase in piping leaks and condensate pump failures. The systems will be converted to hot water, which is more efficient, allows for more precise control and is less cost to operate.
- Most seats in the Auditorium are poor shape. Refurbish Auditorium seating including new chair back and seat covers, foam and findings.
- Areas of the building's exterior wall exhibit deteriorated and cracked mortar joints and brick, vertical cracking, peeling paint, sheet metal flashing over rowlock windowsills, and deteriorated joint sealants. Deterioration will accelerate and repair costs will escalate if not addressed.
- Gutters are damaged, leak and allow ice to build up at the roof line causing damage to the exterior wall and roofing assembly. Five sections have been replaced but much of the building still needs to be addressed.
- Approximately 25% of the flat roofing system is in poor condition and needs to be replaced.
- Approximately 1/3 of windows have been replaced, remaining windows are in poor condition and require replacement. Remaining windows are proposed for replacement.
- Most seats in the Auditorium are poor shape. Refurbish Auditorium seating including new chair back and seat covers, foam and findings.
- The electrical vault serving the building leaks during rain events. The asphalt above the vault need to be replaced with a water-tight system and portions of the concrete structure require repair.

Specific benefits of the project include:

- Renewal of High School infrastructure that will protect the building for decades to come to support the District's educational outcomes.
- Improved operational efficiencies.
- Reliable heating and ventilation systems.

Project Location(s): Chisholm High School, 300 SW 3rd Avenue, Chisholm, MN 55719

Estimated project start date: Spring 2024

Estimated completion date: Fall 2025

Total Project Cost Statement

Sources of Funds		Amount
1	School Bonds	\$8,000,000
2	School District Funds	\$
3		\$
4		\$
Total Sources of Funds		\$9,757,251

Uses of Funds		Amount
1	Auditorium Roof Access	\$151,938
2	Auditorium Seating Refurbishment/Replacement	\$507,231
3	Elevator Modernization	\$110,611
4	Auditorium Ventilation	\$1,194,553
5	HVAC Pneumatic Control System Upgrade to Digital	\$703,270
6	Heating/Boiler System Conversion to Hot Water	\$3,106,762
7	Gutter Replacements – Copper – Priority 1	\$854,942
8	Exterior Walls – Repair/Tuck Point – High Priority	\$1,115,785
9	Window Replacements – All Remaining	\$1,521,704
1		
0	Waterproof Electrical Vault	\$227,907
1		
1	Roof Replacements	\$262,548
Total Uses of Funds		\$9,757,251

Estimated Economic Life of Grant Financed Project: 25+ years



July 17, 2023

To the Members of
the Board
Independent School District 695
Chisholm, MN

We are pleased to confirm our understanding of the services we are to provide to the Independent School District 695 for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, including the disclosures and budgetary statements, which collectively comprise the entity's basic financial statements of the District as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the District's Net OPEB Liability and Related Ratios and Notes
3. Schedule of Employer's Share of Net Pension Liability and Schedule of Employer Contributions and Notes (TRA)
4. Schedule of Employer's Share of Net Pension Liability and Schedules of Employer Contributions and Notes (PERA)

We have also been engaged to report on supplementary information other than RSI that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepared the financial statements to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole:

- In a reported combined with our auditor's report on the financial statements:
 - a. Schedule of Expenditures of Federal Awards
 - b. Uniform Reporting Standards Compliance Table

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, and contracts or award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct effect on the financial statements or to major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriations of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Control risk is deemed high over all risk assessment areas due to identifiable significant deficiency in the financial processing of the District due to the lack of segregation of duties. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks as well.

We have not concluded the audit planning phase for the District as of the date of this letter. As such additional risks of material misstatement may be identified as relating to the year ending June 30, 2023 and will be disclosed to those in charge of governance in a separate communication.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Governmental Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing and detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Districts compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, net pension and OPEB calculations, schedule of expenditures of federal awards, and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met, (2) following laws and regulations, (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements, and ensuring that management is reliable and

(4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and relation information available to us and for the accuracy and completion of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the onset of our fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including the notes and any noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is used with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishment and maintenance of process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspections.

The audit documentation for this engagement is the property of Sterle & Co, Ltd and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain workpapers available to the District's cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sterle & Co's personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the aforementioned parties. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 25, 2023, and to issue our reports no later than December 31, 2023. Jeff Sterle is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs except that we agree that our gross fee, including expenses, will not exceed \$18,150. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Our invoices for our fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons for you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinion, we may decline to express opinions or issue reports, we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Independent School District 695 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Sterle & Co., Ltd
RESPONSE:

This letter correctly sets forth the understanding of the Independent School District 695.

Management Signature:

By: _____

Title: _____

Governance Signature:

By: _____

Title: _____

At the Independent School District No. 695 Board meeting held on February 13, 2023 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 23-09-11

RESOLUTION ACCEPTING DONATION OF SCHOOL SUPPLIES FROM THE FAITH LUTHERN CHUCH LADIES.

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

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

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

FOR ADOPTION: Director
 Director
 Director
 Director
 Director
 Director

ABSTAINING:

AGAINST ADOPTION:

ABSENT:

Passed and adopted this 13th day of January 2023.

BY ORDER OF THE SCHOOL BOARD

School District Clerk

2023-2024 Enrollment

Grade	May-23	Sept	Oct	Nov	Dec	Jan	Feb	March	April
VPK	14	18							
KG	45	51							
1st	45	45							
2nd	50	46							
3rd	42	50							
4th	53	40							
5th	38	51							
6th	47	39							
7th	45	48							
8th	73	42							
9th	55	74							
10th	53	56							
11th	51	53							
12th	40	52							
Total	651	665							