

Chisholm School District School Board Meeting Agenda

Monday, February 12, 2024 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order

II. Public Comment:

Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.

III. Recognition of Guests and Visitors

A. ICS-Presentation on NLC building project 4

Attachments:

NLC Long Range Facility Plan 4

IV. Approve Agenda

V. Consent Agenda

A. Minutes of the January 24, 2024, Regular Meeting and February 5, 2024, Special Meeting. 30

Payrolls for the month of January 2024 in the amount of \$655,311.50.

Accounts Payable for the month of January 2024 in the amount of \$1,546,723.90

Attachments:

Minutes 1/22/2024 30

Payrolls January 2024 33

Jan. 2024 AP 34

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VIII. Information	
A. February Enrollment numbers	61
Attachments:	
Enrollment February 2024	61
IX. Adjourn	



Northland Learning Center

LONG RANGE FACILITY PLAN

February 2024 – Cooperative Member Board Presentation



- NLC - Districts we serve
- NLC - What do we do?
- The NEED
- The OPTIONS
- The COST
- Distribution Formula
- Funding Summary
- Approval by Member District

MEMBER DISTRICTS (9):



Northland Learning Center



COOK COUNTY ISD 166
Home of the Vikings

INTERNATIONAL FALLS
INDEPENDENT SCHOOL DISTRICT 361

ELY PUBLIC SCHOOLS
Home of the Timberwolves

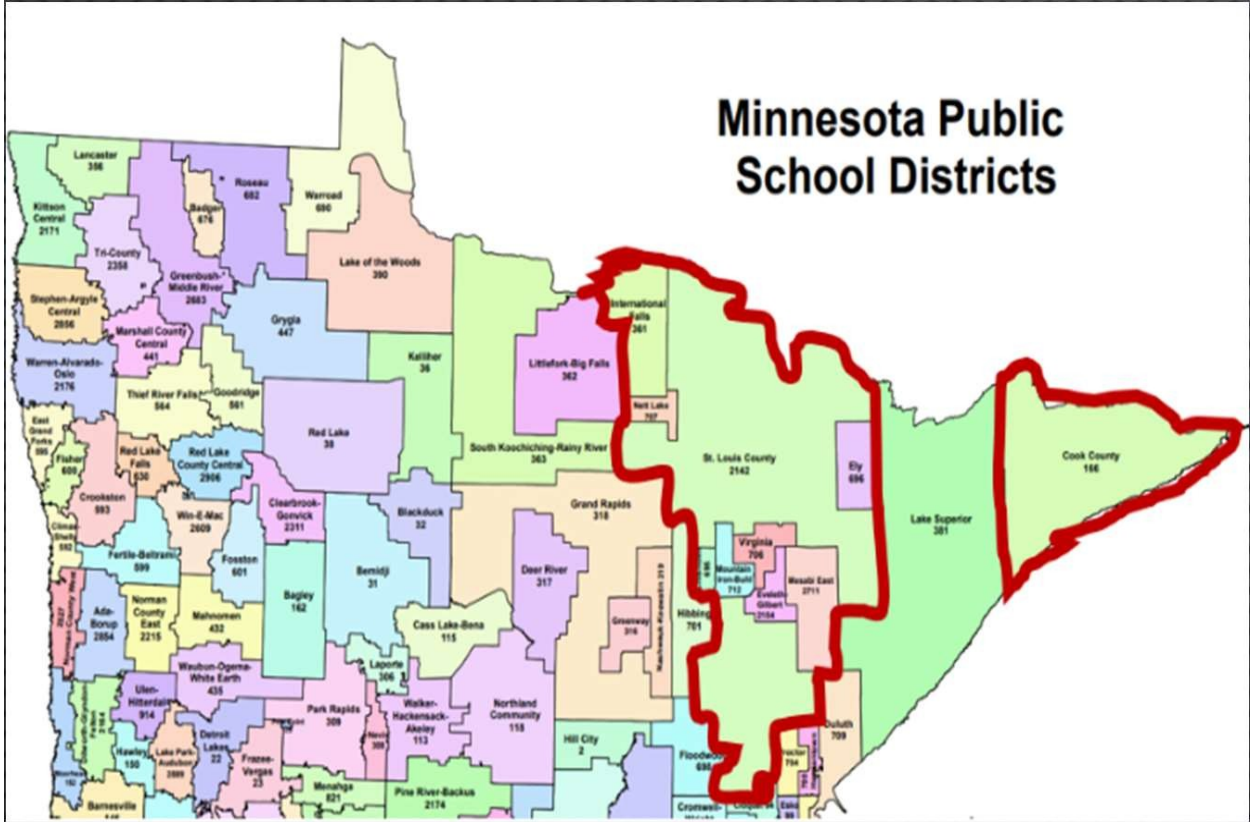
CHISHOLM PUBLIC SCHOOLS
Committed to High Expectations

Nett Lake Elementary School
Soaring to Excellence

INDEPENDENT SCHOOL DISTRICT 2142
ST. LOUIS COUNTY SCHOOLS



MIB MOUNTAIN IRON-BUHL PUBLIC SCHOOL



Fun Fact: Same area as the state of Connecticut



Providing comprehensive
special education and
alternative learning services
for Northeastern Minnesota schools

SERVICES AND PROGRAMS WE PROVIDE



- School Psychologists
 - Deaf/Hard of Hearing (D/HH)
 - Occupational Therapy (OT)
 - Physical Impaired (PI)
 - Autism Support
 - Due Process Specialists
 - Help Me Grow Referral System (birth-age 5)
 - Special Ed Assistant Directors & Coordinators
 - Behavior Specialists
 - Adaptive Physical Education (DAPE)
 - Early Childhood Special Education (ECSE)
 - Speech/Language (SLI)
 - Blind/Visually Impaired (B/VI)
 - Physical Therapy (PT)
 - Special Ed Director
 - Orientation and Mobility (O&M)
 - Third Party Billing/MARSS
 - Transitional 18-22 (BTI)
 - Targeted Services & Credit Recovery
- ❖ Supporting special education services for students in all member districts.
- ❖ The cooperative model allows districts to pool resources, to reduce costs and enhance their ability to provide the low incidence⁸ services that are often hard to find.



Elementary Focus programs: age 4 to 6th grade *(Federal Setting IV)*

- Developmental Cognitive Disabilities (DCD)
- Emotional Behavior Disorders (EBD)
- Autism Spectrum Disorders (ASD)

High School Focus programs: 7th to 12th grade *(Federal Setting IV)*

- Developmental Cognitive Disabilities (DCD)
- Emotional Behavior Disorders (EBD)
- Autism Spectrum Disorders (ASD)

Alternative Learning Center (ALC) - Grades 7-12

- One site at the NLC and one site in International Falls
- Targeted Services (grades K-8)
- Credit Recovery – Night School and Summer School (grades 9- 12)

18-22 Bridge to Independence Transition program

- Developmental Cognitive Disabilities (DCD)

CURRENT ENROLLMENT



District Enrollments			District Special Ed		
Cook County ISD 166	431	5.0%	Cook County ISD 166	119	6.2%
International Falls ISD 361	899	10.5%	International Falls ISD 361	200	10.4%
Chisholm ISD 695	688	8.1%	Chisholm ISD 695	137	7.1%
Ely ISD 696	508	5.9%	Ely ISD 696	84	4.4%
Nett Lake ISD 707	40	0.5%	Nett Lake ISD 707	17	0.9%
Mt. Iron/Buhl ISD 712	560	6.6%	Mt. Iron/Buhl ISD 712	89	4.6%
St. Louis County ISD 2142	2014	23.6%	St. Louis County ISD 2142	542	28.3%
Rock Ridge ISD 2909	2501	29.3%	Rock Ridge ISD 2909	441	23.0%
Mesabi East ISD 2711	904	10.6%	Mesabi East ISD 2711	177	9.2%
NLC			NLC	112	5.8%
Total Enrollment	8545	100%	Special Ed Enrollment	1918	100%

The NLC supports special education for 1,918 students across northeastern MN.

We provide Level IV and ALC programming for 6% of the special education students across 7 member districts.

PLAN DEVELOPMENT HISTORY – 4 YEARS

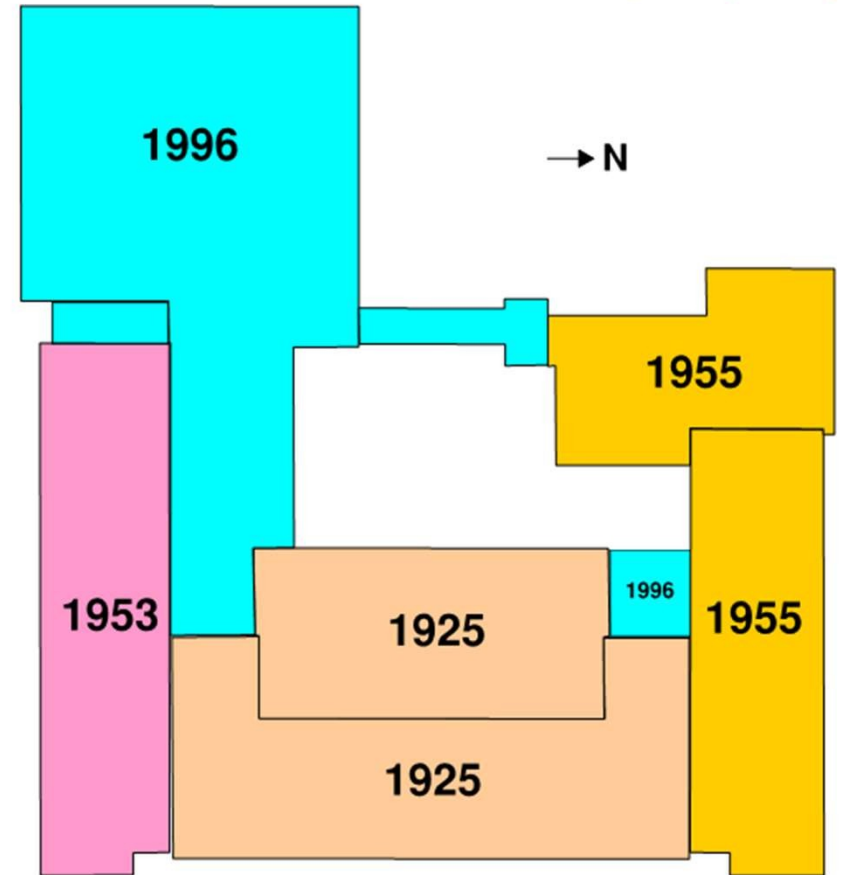


- RFP in 2019 & ICS hired in Oct for Long Range Facility planning, design and construction
- ICS provided:
 - Facility Needs Assessment Performed
 - Staff and Community Listening Sessions
 - Assessed and reviewed nine other facilities and many site options
 - Multiple Updated plan options and budgets
- WOLD Architects provided space programming and preliminary design layouts
- Ehlers assisting in funding options and formula from 2020- present
- Enrollment and financial review by NLC staff in 2020 and again in 2023
- Determination: Not fiscally possible without additional funding
 - Costin Group (Cerkvenik & Anderson) hired by NLC for lobbying for 2022-present
 - Legislative Testimony for additional Collaborative Ed. Funding
 - Working with IRRR for additional funding options

CURRENT HOME FOR NLC



- Original James Madison School
- Approximately 83,000 ft²
- Average age of facility is 70+ year old
- Parts of the building are 98 years old
- 2.5 Acre site
- Leased from Rock Ridge



EXISTING FACILITY CHALLENGES:



Heating Plant

- 2 – Very Old Steam Boilers (age unknown)
- Steam serves perimeter radiation and Unit Ventilators
- Steam to Hot Water heat exchanger for 1996 ventilation equipment



EXISTING FACILITY CHALLENGES:



Asbestos Insulation

- Older sections of steam piping insulation in boiler room and above hallway ceilings
- Misc. piping elbows/fittings

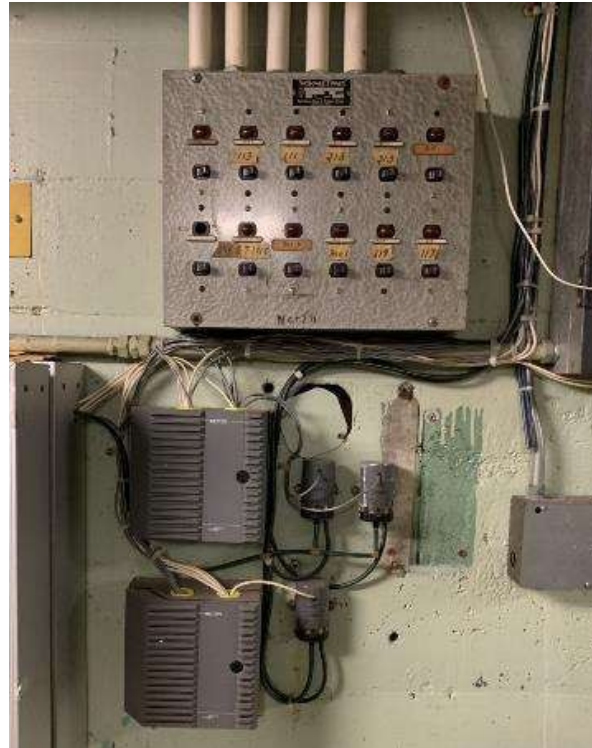


EXISTING FACILITY CHALLENGES:



Building Automation System

- Pneumatic control system
- Limited control
- Reactive maintenance



EXISTING FACILITY CHALLENGES:



Interior – Basement Flooring

- Most flooring removed over time due to flooding (heavy rains) and sewer backup from City system
- High humidity levels. Several dehumidifiers in use all year round.



EXISTING FACILITY CHALLENGES:

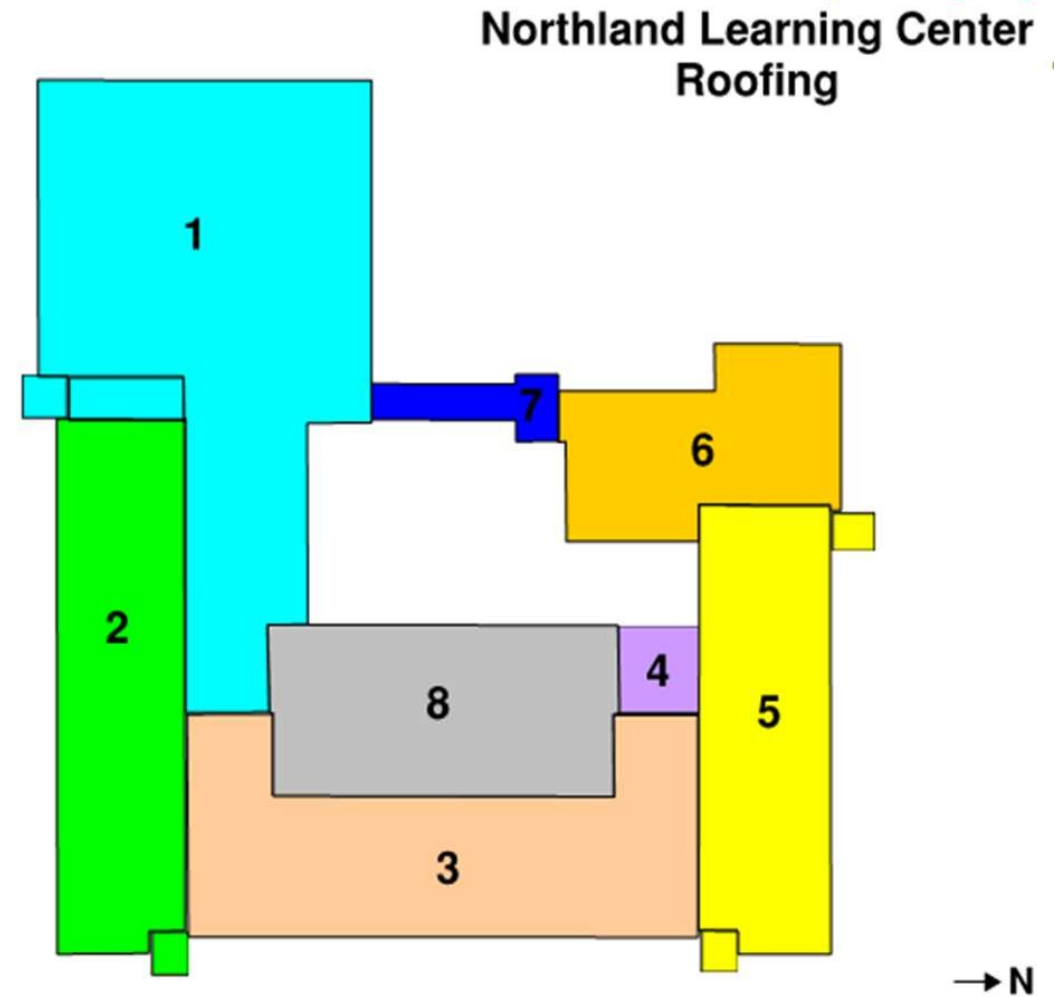


Building Envelope – Roofing & Exterior

- Last roof replacement - 14 years ago
- 1996 sections (1,4,6 & 7) and roof 8 are beyond useful life
- Leaks are being repaired as needed
- Exterior brick is crumbling
- Maintenance has been minimal



Area	Age
1	1996
2	2010
3	2010
4	1996
5	2010
6	1996
7	1996
8	????



PRELIMINARY OPTIONS:



NLC Board Considered:

1. Remodeling existing 1925 – 1996 building sections
 - Issues with 1925 section, lead piping, asbestos, fit for function etc... No Go.
2. **Demo old parts of existing NLC and add new space**
 - **An option has been developed**
3. Move, remodel/build to suit in, another building within quad city area
 - Multiple buildings have been evaluated, none currently exist
4. **Build new**
 - **An option has been developed**

NLC Board Considering Option #2 or Option #4

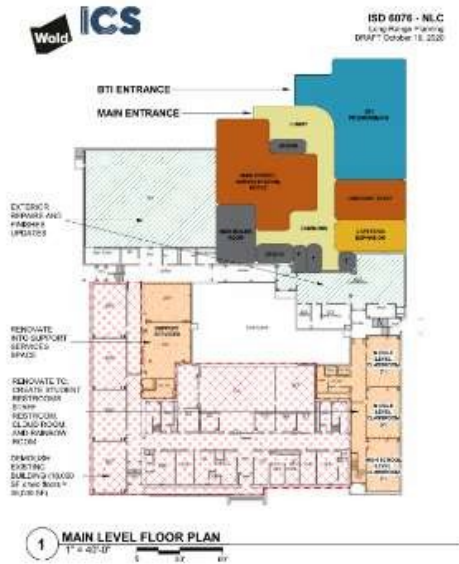
PRELIMINARY OPTIONS: OPTION #2



STAY AT EXISTING NLC SITE:

- Demo older portions of the facility
- Remodel Kitchen and Gym Area
- 28,600 ft² Addition
- Site improvements (parking, playground, etc.)

- Still have portions of buildings over 70 years old
- Continued deferred maintenance
- Tight site, insufficient parking
- Limited green space



PRELIMINARY OPTIONS: OPTION #2



OPTION #2

STAY AT EXISTING NLC SITE:

Abatement, Demo, Sitework	\$3,000,000
12,500 ft ² Remodel Kitchen & Gym	\$1,600,000
28,600 ft ² 2 story Addition	<u>\$12,600,000</u>
Total	\$17,200,000

(Costs include: Permits, Fees, Professional Services, 10% contingency, parking, playground, utilities, site access)
(Assumes Rock Ridge sells existing property for \$1)

Add ALC: 3,240 ft² = \$1,000,000 Existing building remodel

PRELIMINARY OPTIONS: OPTION #4



NEW FACILITY SPACE PROGRAM (not including Bridges)

OPTION #4

Independent School District #6074 Northland Learning Center DRAFT May 19, 2022		Independent School District #6074 Northland Learning Center DRAFT May 19, 2020		Independent School District #6074 Northland Learning Center DRAFT May 19, 2020	
Replacement Space Summary		Replacement Space Summary		Replacement Space Summary	
CAFETERIA		CAFETERIA		CAFETERIA	
Drinking Space		Drinking Space		Drinking Space	
Table Storage		Table Storage		Table Storage	
KITCHEN / FOOD SERVICE		KITCHEN / FOOD SERVICE		KITCHEN / FOOD SERVICE	
Warming Kitchen		Warming Kitchen		Warming Kitchen	
Dry Food Storage		Dry Food Storage		Dry Food Storage	
Serving Line		Serving Line		Serving Line	
Dish Wash Area		Dish Wash Area		Dish Wash Area	
Chill/Freezer/Toaster		Chill/Freezer/Toaster		Chill/Freezer/Toaster	
Refrigerator and Freezer		Refrigerator and Freezer		Refrigerator and Freezer	
RECEIVING/CENTRAL SUP.		RECEIVING/CENTRAL SUP.		RECEIVING/CENTRAL SUP.	
Receiving		Receiving		Receiving	
Workroom/Office		Workroom/Office		Workroom/Office	
Outdoor Storage		Outdoor Storage		Outdoor Storage	
SUPPORT		SUPPORT		SUPPORT	
Restrooms / Data Closets /		Restrooms / Data Closets /		Restrooms / Data Closets /	
TOTAL NET SQ		TOTAL NET SQ		TOTAL NET SQ	
TOTAL GROSS SQ		TOTAL GROSS SQ		TOTAL GROSS SQ	
Elementary Level Classrooms		Elementary Level Classrooms		Elementary Level Classrooms	
Student Restrooms		Student Restrooms		Student Restrooms	
Elementary Focus Classrooms		Elementary Focus Classrooms		Elementary Focus Classrooms	
4th-5th Transitions Classroom		4th-5th Transitions Classroom		4th-5th Transitions Classroom	
Student Lockers		Student Lockers		Student Lockers	
Staff Restroom		Staff Restroom		Staff Restroom	
Cloud Room		Cloud Room		Cloud Room	
Rainbow Room		Rainbow Room		Rainbow Room	
Secondary Level Classrooms		Secondary Level Classrooms		Secondary Level Classrooms	
Student Restrooms		Student Restrooms		Student Restrooms	
Middle School Focus Classrooms		Middle School Focus Classrooms		Middle School Focus Classrooms	
Student Lockers (MS)		Student Lockers (MS)		Student Lockers (MS)	
High School Focus Classrooms		High School Focus Classrooms		High School Focus Classrooms	
Student Lockers (HS)		Student Lockers (HS)		Student Lockers (HS)	
Staff Restroom		Staff Restroom		Staff Restroom	
Cloud Room		Cloud Room		Cloud Room	
Rainbow Room		Rainbow Room		Rainbow Room	
ALC PROGRAMMING		ALC PROGRAMMING		ALC PROGRAMMING	
General Classrooms		General Classrooms		General Classrooms	
Independent Study Room		Independent Study Room		Independent Study Room	
REACH Room		REACH Room		REACH Room	
Staff Restroom		Staff Restroom		Staff Restroom	
Student Lockers		Student Lockers		Student Lockers	
Shared Spaces		Shared Spaces		Shared Spaces	
Maker Space Classroom		Maker Space Classroom		Maker Space Classroom	
ES Room		ES Room		ES Room	
Restroom with changing / shower		Restroom with changing / shower		Restroom with changing / shower	
Bundling work Storage		Bundling work Storage		Bundling work Storage	
Half Size Gymnasium		Half Size Gymnasium		Half Size Gymnasium	
Gym Storage		Gym Storage		Gym Storage	
Administration		Administration		Administration	
General Office/Waiting		General Office/Waiting		General Office/Waiting	
Family Waiting / Small Conference		Family Waiting / Small Conference		Family Waiting / Small Conference	
Director Office		Director Office		Director Office	
Director Admin		Director Admin		Director Admin	
Learning Library		Learning Library		Learning Library	
Assistant Director Office (1)		Assistant Director Office (1)		Assistant Director Office (1)	
Coordinator Office (3)		Coordinator Office (3)		Coordinator Office (3)	
3rd Party Office		3rd Party Office		3rd Party Office	
PARSS Office		PARSS Office		PARSS Office	
Conference Room		Conference Room		Conference Room	
Board Room / Training Room		Board Room / Training Room		Board Room / Training Room	
Staff Lounge		Staff Lounge		Staff Lounge	
Whisper/Cozy Room/Meal/Volunteer Room		Whisper/Cozy Room/Meal/Volunteer Room		Whisper/Cozy Room/Meal/Volunteer Room	
File Storage Room		File Storage Room		File Storage Room	
Staff Restroom		Staff Restroom		Staff Restroom	
Support Services		Support Services		Support Services	
Testing Area - Pre-professional		Testing Area - Pre-professional		Testing Area - Pre-professional	
Resource Room		Resource Room		Resource Room	
LS		LS		LS	
ADAPT Room		ADAPT Room		ADAPT Room	
Waiting Area		Waiting Area		Waiting Area	
Chemical Health		Chemical Health		Chemical Health	
Therapist		Therapist		Therapist	
Mental Health		Mental Health		Mental Health	
Social Worker		Social Worker		Social Worker	
Law Enforcement		Law Enforcement		Law Enforcement	
Itinerant Staff		Itinerant Staff		Itinerant Staff	
Staff Workspaces - Psychologists		Staff Workspaces - Psychologists		Staff Workspaces - Psychologists	
Staff Workspaces - Occupational Therapist		Staff Workspaces - Occupational Therapist		Staff Workspaces - Occupational Therapist	
Staff Workspaces - Physical Therapist		Staff Workspaces - Physical Therapist		Staff Workspaces - Physical Therapist	
Staff Workspaces - DAF		Staff Workspaces - DAF		Staff Workspaces - DAF	
Staff Workspaces - DHH		Staff Workspaces - DHH		Staff Workspaces - DHH	
Staff Workspaces - Auditor		Staff Workspaces - Auditor		Staff Workspaces - Auditor	
Staff Workspaces - Bre Breat		Staff Workspaces - Bre Breat		Staff Workspaces - Bre Breat	
Staff Workspaces - Vision		Staff Workspaces - Vision		Staff Workspaces - Vision	
Small Conference Space		Small Conference Space		Small Conference Space	
Phone Rooms		Phone Rooms		Phone Rooms	

NLC Program Services
= 38,000 sqft space needs
plus 3,240 sqft for ALC

PRELIMINARY OPTIONS: OPTION #4



PROPOSED NEW LOCATION (MT. IRON)
(Selected after several properties were evaluated)

OPTION #4



Properties are currently being held for NLC

Red = 2.14 Acres (Northward Properties)

Blue = 2.86 Acres (City of Mt. Iron)

Total = 5.00 Acres

Land Cost = \$600,000



PROPOSED NEW LOCATION (MT. IRON)

OPTION #4

New NLC Facility Cost Estimate:

Facility:

38,000 ft² = \$15,200,000

Land, Site Work, Parking, Playground, Utilities, etc.

= \$3.6M Estimate

Total = \$18.8M

(Costs include: Permits, Fees, Professional Services, 10% contingency)

Option to Add ALC:

3,240 ft² = \$1,300,000



New Funding:

- IRRR approval of \$10.6 M in funding granted to the NLC – December 2023
- Special legislation passed allowing additional \$65/pupil unit lease levy authority for school districts (for cooperative facility use only) secured via 2023 legislature
- Construction materials Sales tax exemption secured via 2023 legislature
- City of Mt. Iron offer of land

FUNDING SUMMARY



Option #2: Stay at Existing Facility

\$17,200,000

-\$10,600,000 (IRRR)

-\$ 600,000 (NLC General Fund Contribution)

\$6,000,000 (Member districts contribution)

Option #4: New Facility

\$18,800,000

-\$10,600,000 (IRRR)

-\$ 600,000 (NLC General Fund Contribution, cover land costs)

\$7,600,000 (Member districts contribution)

Lease Purchase Financing – Annual Payment of \$537,000

- Net Deposit to Construction Fund

- 20 Year Term = \$6,620,000

- Assumptions

- \$65 per pupil unit from all member districts, (New Levy Authority)
- Based on Payable 2024, FY 2025 Pupil Unit estimates, except 50% allocation from Cook County and International Falls
 - Generates \$541,288
- Issuance/funds available in April 2025
- First tax levy for member districts approved by September 2024 for the Payable 2025 Levy

Lease Calculation/Distribution

District	ISD No.	FY 2025 Adjusted Pupil Units*	Enrollment (Redistributing ISD 361 and 166)	Annual Lease Payment Allocation	Co-op Lease Levy Limit \$65 per pupil
Cook County	166	479.00	239.50	\$14,230.88	\$15,568
International Falls	361	961.60	480.80	28,568.72	31,252
Chisholm	695	735.00	735.00	47,808.32	47,775
Ely	696	551.80	551.80	35,892.02	35,867
Nett Lake	707	76.60	76.60	4,982.47	4,979
Mt Iron / Buhl	712	630.00	630.00	40,978.56	40,950
St. Louis County	2142	2,114.00	2,114.00	137,505.84	137,410
Mesabi East	2711	951.40	951.40	61,884.13	61,841
Rock Ridge	2909	2,548.40	2,548.40	165,761.54	165,646
		9,047.80	8,327.50	\$537,613	\$541,288

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Note: Pupil unit estimates and lease levy capacity as of the taxes payable 2024 levy certification worksheets.

Tax Impact

Assumes first year tax impact will be the same for either term.

		Chisholm
Type of Property	Estimated Market Value	Estimated Impact on ANNUAL Taxes Beginning in Taxes Payable 2025
Residential Homestead	\$75,000	\$7
	100,000	9
	125,000	14
	150,000	18
	175,000	22
	200,000	26
	250,000	34
	300,000	42
Commercial/ Industrial	400,000	59
	\$50,000	\$11
	100,000	23
	250,000	64
Agricultural Homestead (average value per acre of land & buildings)	500,000	140
	\$2,000	\$0.15
	4,000	0.30
	6,000	0.45
	8,000	0.60
Agricultural Non-Homestead (average value per acre of land & buildings)	10,000	0.75
	\$2,000	\$0.30
	4,000	0.60
	6,000	0.91
	8,000	1.21
	10,000	1.51



- The 9 member districts commit to a new or remodeled NLC.
- District Superintendents, via the NLC Board, have authority to proceed with a plan not to exceed a contribution level equivalent to \$65/pupil unit for 20 years.
- NLC Board and Individual boards will need to pass a resolution to amend the JPA when final project and funding is presented.

All for One, One for All for our most special needs students!!

January 22, 2024

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:01 P.M. on January 22, 2024, in the Elementary Board Room. Members present: Directors Randa Sauter, Rice, Corradi Simon, Rahja and Chair Casey. Absent: Director Lappi

Public Comment: None

Recognition of Guests and Visitors: None

APPROVE AGENDA

Moved by Director Randa Sauter supported by Director Rahja to approve the January 22, 2024, agenda with the following changes: Add to the Action Agenda, items J. Motion carried unanimously.

Reports:

Carrie McDonald and Principal Hake addressed the board regarding the following: Goals, standards based curriculum, Fastbridge testing in 7-8 and Star testing in 9-12 grades. Focusing on Read Act, College and Career Pathways, CITS and CNA classes, Credit Recovery Programs and Pathways.

Principal Winter addressed the board regarding the following: Wellness Day, 5th grade at Starbase this week, 2/14 will be Someone Special at CE, PBIS reward party, Monitoring student progress and Chaz will be doing Winter Storytelling.

Athletic Director Vake addressed the board regarding the following: Homecoming week went great, Ben Thompson and Tressa Baumgard are king and queen, 3rd quarter is starting and grades have been checked and coaches will be updated.

APPROVE CONSENT AGENDA

Moved by Director Randa Sauter supported by Director Corradi Simon and approved unanimously to approve the Consent Agenda which consists of the Minutes from the December 8, 2024, Reorganization and Regular Meeting.

Personnel:

APPROVE JENNIFER ZBACNIK MARTIN'S REQUEST INTO THE MN STATE UNIVERSITY OF MOORHEAD DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP ALONG WITH OBTAINING A PRINCIPAL/SUPERINTENDENT LICENSURE

Moved by Director Corradi Simon supported by Director Rice to approve Jennifer Zbacnik Martin's request into the MN State University of Moorhead Doctoral Program in Educational Leadership along with obtaining a principal/superintendent licensure. Motion carried unanimously.

HIRE JOHN FOLEY

Moved by Director Rahja supported by Director Corradi Simon to approve the hiring of John Foley to Job #194, Level II Baseball Coach, effective March 18, 2024. Motion carried unanimously.

Administrative Business:

APPROVE THE CHISHOLM EARLY CHILDHOOD PARENT HANDBOOK

Moved by Director Randa Sauter, supported by Director Corradi Simon to approve the Chisholm Early Childhood Parent Handbook as presented. Motion carried unanimously.

APPROVE POLICY 410 FAMILY AND MEDICAL LEAVE

Moved by Director Rahja, supported by Director Rice to approve Policy 410 Family and Medical Leave. Motion carried unanimously.

APPROVE POLICY 416 DRUG, ALCOHOL, AND CANNABIS TESTING

Moved by Director Rahja, supported by Director Rice to approve Policy 416 Drug, Alcohol, and Cannabis Testing. Motion carried unanimously.

APPROVE POLICY 416 FORMS

Moved by Director Rahja, supported by Director Rice to approve Policy 416 Forms. Motion carried unanimously.

APPROVE POLICY 506 STUDENT DISCIPLINE

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

APPROVE DISCIPLINE COMPLAINT PROCEDURE

Moved by Director Rahja, supported by Director Rice to approve Discipline Complaint Procedure. Motion carried unanimously.

APPROVE POLICY 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

Moved by Director Rahja, supported by Director Rice to approve Policy 507 Corporal Punishment and Prone Restraint. Motion carried unanimously.

FIRST READING POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Chair Casey presented the First Reading of Policy 606 Textbooks and Instructional Materials.

FIRST READING POLICY 606.5 LIBRARY MATERIALS

Chair Casey presented the first reading of Policy 606.5 Library Materials.

ADOPT ROBERTS RULES OF ORDER

Moved by Director Corradi Simon, supported by Director Rahja to adopt Robert's Rules of Order. Motion carried unanimously.

Discussion: Aubrey Hoover and the Wellness Committee put on an event today for the staff. Llamas, Yoga, dodge ball etc. Directors Casey and Rice addressed the board regarding the MSBA Conference which was very informative with AI and Agriculture being hot topics.

Information:

-Enrollment numbers

ADJOURN

Moved by Director Rahja, supported by Director Randa Sauter to adjourn the meeting at 5:45 P.M. Motion carried unanimously.

DANIELLE RANDA SAUTER, CLERK



CHISHOLM
I.S.D. 695

300 3rd Ave. SW
Chisholm, MN 55719
Tel: (218) 254-5726
Fax: (218) 254-3741
Web: chisholm.k12.mn.us

Mark C. Morrison
Superintendent

Brian Hake
7-12 Principal

Karla Winter
Pre K-6 Principal

Jennifer Crotteau
Counselor

Travis Vake
Activities Director

Mike Fredeen
Building & Grounds
Supervisor

February 12, 2024

To: Mark Morrison
Superintendent

The following is a summary of payrolls for the month of January.

January Payrolls

January	12 payroll	\$ 299,809.77
January	31 payroll	\$ 355,501.73

Total Payrolls		\$ 655,311.50
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Alex Kaczor
Business Manager
AK:kk

Summary of Payments Issued:

January Accounts Payable Checks	\$1,050,627.65
January Accounts Payable Wires	<u>\$496,096.25</u>
Total Accounts Payable	\$1,546,723.90

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	Vou No	Period	Void Dt	Amount
0695	37814	10	80098	12/28/2023	Check	1 1737		DSC COMMUNICATIONS	USD	Yes	No	Yes				
													63748	202407	01/19/2024	(34,793.00)
													63749	202407	01/19/2024	(370.00)
													63750	202407	01/19/2024	(61.35)
													63751	202407	01/19/2024	(8,645.00)
								Payment Total:								(43,869.35)
0695	37852	10	80132	12/28/2023	Check	1 3849		MINNESOTA NORTH COLL	USD	Yes	No	Yes				
													63814	202407	01/02/2024	(51,434.34)
								Payment Total:								(51,434.34)
0695	37895	10	80188	01/02/2024	Check	1 3083		WILLIAM P NOVAK	USD	Yes	No	Yes				
													63877	202407	01/02/2024	(94.00)
													63877	202407	01/02/2024	94.00
								Payment Total:								0.00
0695	37897	10	80184	01/02/2024	Check	1 3473		FRANK IVANCICH	USD	Yes	No	Yes				
													63872	202407	01/02/2024	(158.00)
													63872	202407	01/02/2024	158.00
													63873	202407	01/02/2024	(88.00)
													63873	202407	01/02/2024	88.00
								Payment Total:								0.00
0695	37974	10	80301	01/18/2024	Check	1 1400		US BANK	USD	Yes	No	Yes				
													64067	202407	01/31/2024	(495,875.00)
													64067	202407	01/18/2024	495,875.00
								Payment Total:								0.00
0695	38052	10	80336	01/31/2024	Check	1 2705		HORIZON COMMERCIAL P	USD	Yes	No	Yes				
													64128	202407	01/31/2024	(7,603.51)
													64128	202407	01/31/2024	7,603.51
								Payment Total:								0.00

ISD 695-Chisholm Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
10		38035		Wire	1 1400		US BANK		No	No	No	01/31/2024	495,875.00
10		38036		Wire	1 3881	R1	WEX HEALTH INC		No	No	No	01/31/2024	221.25
Bank Total:												\$496,096.25	
Report Total:												\$496,096.25	

ISD 695-Chisholm Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695		10	37894	80182	Check	1	3045		AARON DONAIS	Yes	No	No	USD	01/02/2024	158.00
			37947	80231	Check	1	3801		ADAM C ROEN	Yes	No	No	USD	01/17/2024	188.00
			37951	80232	Check	1	4032		ALEXANDER J ROEN	Yes	No	No	USD	01/17/2024	178.00
			37952	80233	Check	1	4032		ALEXANDER J ROEN	Yes	No	No	USD	01/17/2024	65.00
			38001	80246	Check	1	3565		ANDERSON'S	Yes	No	No	USD	01/18/2024	180.18
			38007	80247	Check	1	3796		APPTEGY INC	Yes	No	No	USD	01/18/2024	7,780.00
			37956	80248	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	01/18/2024	30.15
			38037	80325	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	01/31/2024	31.76
			37957	80249	Check	1	00428		ARCC	Yes	No	No	USD	01/18/2024	18,626.32
			37898	80183	Check	1	3815		ARCHIE WINANS	Yes	No	No	USD	01/02/2024	158.00
			37926	80216	Check	1	4054		ASHLEY JARMER	Yes	No	No	USD	01/09/2024	310.00
			37987	80250	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	01/18/2024	648.01
			38020	80306	Check	1	3918		AUGSBURG UNIVERSITY	Yes	No	No	USD	01/22/2024	2,700.00
			37979	80251	Check	1	1944		AVIBEN	Yes	No	No	USD	01/18/2024	271.86
			37958	80252	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	01/18/2024	143.31
			38000	80253	Check	1	3547		BIG STONE THERAPIES, INC	Yes	No	No	USD	01/18/2024	840.00
			37975	80254	Check	1	1514		BISS LOCK INC	Yes	No	No	USD	01/18/2024	75.00
			37906	80195	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	01/04/2024	3,087.50
			37907	80196	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	01/04/2024	258.65
			37940	80230	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	01/17/2024	11,120.00
			38029	80319	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	01/29/2024	11,120.00
			37905	80197	Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	USD	01/04/2024	59,811.60
			37997	80255	Check	1	3375		BOBCAT OF DULUTH	Yes	No	No	USD	01/18/2024	24.20
			37946	80234	Check	1	3713		BRENT TREVENA	Yes	No	No	USD	01/17/2024	188.00
			37941	80235	Check	1	2375		BRIAN KARICH	Yes	No	No	USD	01/17/2024	158.00
			38056	80326	Check	1	3060	remit to	BSN SPORTS	Yes	No	No	USD	01/31/2024	290.00
			37992	80256	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	01/18/2024	74.00
			37911	80199	Check	1	2471		CHARLES GLUMACK	Yes	No	No	USD	01/08/2024	158.00
			37943	80236	Check	1	2471		CHARLES GLUMACK	Yes	No	No	USD	01/17/2024	158.00
			37924	80212	Check	1	3384		CHEERLEADING.COM	Yes	No	No	USD	01/09/2024	400.00
			37959	80257	Check	1	01429		CHISHOLM CHAMBER OF COMMERC	Yes	No	No	USD	01/18/2024	100.00
			38024	80314	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	01/22/2024	6,108.79
			38038	80327	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	01/31/2024	45,000.00
			37955	80245	Check	1	4058		CHISHOLM VOLLEYBALL CLUB	Yes	No	No	USD	01/18/2024	100.00
			37931	80219	Check	1	4056		CHRISTOPHER CARLSON	Yes	No	No	USD	01/11/2024	65.00
			38028	80317	Check	1	3578		CLOSE UP FOUNDATION	Yes	No	No	USD	01/26/2024	8,800.00
			37982	80258	Check	1	2241		COLOSIMO PATCHIN KEARNEY ET A	Yes	No	No	USD	01/18/2024	97.50
			38066	80328	Check	1	3972		CONTINENTAL ATHLETIC SUPPLY IN	Yes	No	No	USD	01/31/2024	782.68
			38064	80329	Check	1	3933		CTC	Yes	No	No	USD	01/31/2024	2,521.44
			38033	80320	Check	1	4065		CUSTOM ROASTING INC	Yes	No	No	USD	01/31/2024	1,379.00
			37990	80259	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD	01/18/2024	1,895.89

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	37917	80200	Check	1	3463	1099	DAMON BENHAM	Yes	No	No	USD	01/08/2024	93.00
			37929	80220	Check	1	3463	1099	DAMON BENHAM	Yes	No	No	USD	01/11/2024	65.00
			37914	80201	Check	1	3181		DAVID B CLEMENT	Yes	No	No	USD	01/08/2024	118.00
			37902	80191	Check	1	3164	1099	DAVID TAUS	Yes	No	No	USD	01/02/2024	50.00
			37944	80237	Check	1	2485	1099	DAVIS LAMPPA	Yes	No	No	USD	01/17/2024	178.00
			38055	80330	Check	1	3001		DAWN THOMPSON	Yes	No	No	USD	01/31/2024	135.00
			37908	80198	Check	1	10255		DEX MEDIA	Yes	No	No	USD	01/08/2024	419.56
			38045	80331	Check	1	10255		DEX MEDIA	Yes	No	No	USD	01/31/2024	139.00
			37978	80260	Check	1	1737		DSC COMMUNICATIONS	Yes	No	No	USD	01/18/2024	1,245.85
			38014	80304	Check	1	1737		DSC COMMUNICATIONS	Yes	No	No	USD	01/19/2024	35,224.35
			37980	80261	Check	1	2013		DVS RENEWAL	Yes	No	No	USD	01/18/2024	303.75
			37960	80262	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	01/18/2024	3,986.62
			38050	80332	Check	1	2302	R1	FASTENAL	Yes	No	No	USD	01/31/2024	21.96
			38062	80333	Check	1	3810	R1	FOLLETT CONTENT SOLUTIONS LLC	Yes	No	No	USD	01/31/2024	205.64
			37900	80189	Check	1	3473		FRANK IVANCICH	Yes	No	No	USD	01/02/2024	246.00
			38034	80321	Check	1	4066		FUNDRAISER WITH TEA	Yes	No	No	USD	01/31/2024	730.80
			37962	80263	Check	1	03570		GRAINGER	Yes	No	No	USD	01/18/2024	3,643.74
			37963	80264	Check	1	03577		GRAYBAR	Yes	No	No	USD	01/18/2024	666.06
			37986	80265	Check	1	2341	REMIT	GREGORY SKALKO	Yes	No	No	USD	01/18/2024	150.00
			38051	80334	Check	1	2464		HIBBING BOYS HOOP CLUB	Yes	No	No	USD	01/31/2024	200.00
			38060	80335	Check	1	3366		HIBBING GIRLS SWIM CLUB	Yes	No	No	USD	01/31/2024	100.00
			38002	80266	Check	1	3624		HIBBING HEATING & AIR CONDITION	Yes	No	No	USD	01/18/2024	337.50
			38039	80337	Check	1	04212		INAC, INC	Yes	No	No	USD	01/31/2024	22,751.70
			37999	80267	Check	1	3457		INGENSA INC.	Yes	No	No	USD	01/18/2024	238,434.38
			38061	80338	Check	1	3457		INGENSA INC.	Yes	No	No	USD	01/31/2024	246,273.09
			38003	80268	Check	1	3689		IRON RANGE PLUMBING AND HEATII	Yes	No	No	USD	01/18/2024	520.81
			37932	80222	Check	1	04226		ISD #0318 GRAND RAPIDS	Yes	No	No	USD	01/11/2024	405.00
			37988	80269	Check	1	2402		ISD #0361 INTERNATIONAL FALLS	Yes	No	No	USD	01/18/2024	120.00
			37910	80202	Check	1	2469		JAMES ERZAR	Yes	No	No	USD	01/08/2024	143.00
			37892	80185	Check	1	2439		JAY WETZEL	Yes	No	No	USD	01/02/2024	158.00
			38008	80270	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD	01/18/2024	1,750.00
			37893	80186	Check	1	2487		JEFFERY VLATKOVICH	Yes	No	No	USD	01/02/2024	158.00
			38004	80271	Check	1	3778		JEFFREY PERUNOVICH	Yes	No	No	USD	01/18/2024	165.00
			37916	80203	Check	1	3456		JEFFREY ZUPETZ	Yes	No	No	USD	01/08/2024	93.00
			38011	80272	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	USD	01/18/2024	181.68
			38065	80339	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	USD	01/31/2024	113.95
			37971	80273	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	01/18/2024	9,544.18
			38046	80340	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	01/31/2024	60,963.08
			37950	80238	Check	1	3900		JOSHUA M POJA	Yes	No	No	USD	01/17/2024	178.00
			37922	80213	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	01/09/2024	303.15
			37937	80227	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	01/17/2024	595.80

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	37961	80274	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	01/18/2024	192.77
			38058	80341	Check	1	3175		JULIE SCHELDE	Yes	No	No	USD	01/31/2024	1,250.00
			38059	80342	Check	1	3175	1099	JULIE SCHELDE	Yes	No	No	USD	01/31/2024	1,225.00
			37920	80204	Check	1	4053		JULY ABERNATHY	Yes	No	No	USD	01/08/2024	50.00
			37921	80205	Check	1	4053		JULY ABERNATHY	Yes	No	No	USD	01/08/2024	50.00
			37953	80239	Check	1	4053		JULY ABERNATHY	Yes	No	No	USD	01/17/2024	50.00
			37954	80240	Check	1	4053		JULY ABERNATHY	Yes	No	No	USD	01/17/2024	50.00
			37991	80275	Check	1	2711		JW PEPPER	Yes	No	No	USD	01/18/2024	62.59
			38053	80343	Check	1	2711		JW PEPPER	Yes	No	No	USD	01/31/2024	63.99
			37912	80206	Check	1	3062		KEVIN RYKS	Yes	No	No	USD	01/08/2024	190.00
			37896	80187	Check	1	3093		KEVIN WHITE	Yes	No	No	USD	01/02/2024	158.00
			37899	80190	Check	1	3093		KEVIN WHITE	Yes	No	No	USD	01/02/2024	94.00
			37913	80207	Check	1	3093		KEVIN WHITE	Yes	No	No	USD	01/08/2024	208.00
			37901	80192	Check	1	2409		KURT SCHNEIDER	Yes	No	No	USD	01/02/2024	50.00
			37909	80208	Check	1	2409		KURT SCHNEIDER	Yes	No	No	USD	01/08/2024	158.00
			37942	80241	Check	1	2409		KURT SCHNEIDER	Yes	No	No	USD	01/17/2024	178.00
			38040	80344	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	01/31/2024	162.30
			37964	80276	Check	1	05178		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	01/18/2024	175.00
			37904	80194	Check	1	2232		LOWE'S	Yes	No	No	USD	01/04/2024	160.80
			38030	80322	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	01/31/2024	2,494.62
			37998	80277	Check	1	3448		MARCIA BRENNER ASSOCIATES	Yes	No	No	USD	01/18/2024	695.00
			37936	80226	Check	1	4057		MARVIN ROGERS	Yes	No	No	USD	01/17/2024	200.00
			38041	80345	Check	1	05971		MARY'S LAKE STREET FLORAL	Yes	No	No	USD	01/31/2024	22.50
			37930	80221	Check	1	4055		MATT KUNNARI	Yes	No	No	USD	01/11/2024	438.00
			38015	80305	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	01/19/2024	17,250.00
			37976	80278	Check	1	1584		MID-AMERICAN RESEARCH CHEMIC	Yes	No	No	USD	01/18/2024	368.18
			37970	80279	Check	1	09400		MID-STATE TRUCK SERVICE, INC	Yes	No	No	USD	01/18/2024	2,454.33
			38044	80346	Check	1	09400		MID-STATE TRUCK SERVICE, INC	Yes	No	No	USD	01/31/2024	37.32
			37995	80280	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	01/18/2024	30.45
			37938	80228	Check	1	3345		MINNESOTA DISCOVERY CENTER	Yes	No	No	USD	01/17/2024	956.89
			38027	80318	Check	1	3345		MINNESOTA DISCOVERY CENTER	Yes	No	No	USD	01/26/2024	375.00
			37935	80225	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	01/12/2024	2,172.71
			37928	80218	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	01/10/2024	38,989.50
			38009	80281	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	01/18/2024	3,160.00
			38018	80307	Check	1	3849		MINNESOTA NORTH COLLEGE	Yes	No	No	USD	01/22/2024	2,150.00
			38017	80308	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	01/22/2024	15.00
			38049	80347	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	01/31/2024	30.00
			38025	80315	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	01/22/2024	5,251.87
			37965	80282	Check	1	06336		MN INDUSTRIES	Yes	No	No	USD	01/18/2024	66.00
			37934	80224	Check	1	06375		MN POWER	Yes	No	No	USD	01/11/2024	13,631.12
			38042	80348	Check	1	06400		MN SCHOOL BOARDS ASSOC	Yes	No	No	USD	01/31/2024	375.00

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	38006	80283	Check	1	3795		MN TRUE TEAM TRACK & FIELD	Yes	No	No	USD	01/18/2024	140.00
			37903	80193	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	01/02/2024	50.00
			37918	80209	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	01/08/2024	50.00
			37919	80210	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	01/08/2024	50.00
			37948	80242	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	01/17/2024	50.00
			37949	80243	Check	1	3860		MONTE SPEIDEL	Yes	No	No	USD	01/17/2024	50.00
			37985	80284	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	01/18/2024	158.95
			38016	80309	Check	1	1632		NDSU	Yes	No	No	USD	01/22/2024	2,300.00
			38031	80323	Check	1	1632		NDSU	Yes	No	No	USD	01/31/2024	3,000.00
			38023	80310	Check	1	4063		NICHOLAS DESHAW	Yes	No	No	USD	01/22/2024	400.00
			37966	80285	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	01/18/2024	1,848.25
			38043	80349	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	01/31/2024	128.00
			37933	80223	Check	1	06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	01/11/2024	8,272.40
			37967	80286	Check	1	07250		OVERHEAD DOOR CO OF HIBBING	Yes	No	No	USD	01/18/2024	200.00
			38026	80316	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	01/24/2024	3,531.51
			38070	80350	Check	1	4067		PENS.COM	Yes	No	No	USD	01/31/2024	177.64
			38069	80351	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	USD	01/31/2024	623.67
			38057	80352	Check	1	3167		PERRIN MOBILE MEDICAL	Yes	No	No	USD	01/31/2024	180.00
			37927	80217	Check	1	3489		PIONEER DRAMA SERVICE	Yes	No	No	USD	01/10/2024	274.50
			37968	80287	Check	1	07730		PORTABLE JOHN	Yes	No	No	USD	01/18/2024	123.00
			37969	80288	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	01/18/2024	36.97
			37983	80289	Check	1	2271		RANGE CORNICE AND HEATING	Yes	No	No	USD	01/18/2024	2,773.00
			38012	80290	Check	1	3985		RAPIDS RADIO	Yes	No	No	USD	01/18/2024	460.00
			38067	80353	Check	1	3998		ROCK RIDGE PUBLIC SCHOOLS	Yes	No	No	USD	01/31/2024	175.00
			38013	80291	Check	1	4026		ROLAND V TAPP	Yes	No	No	USD	01/18/2024	1,254.62
			37984	80292	Check	1	2272		RYANS INDEPENDENT ELECTRIC	Yes	No	No	USD	01/18/2024	2,042.24
			37994	80293	Check	1	2981	REMIT	SANTANDER LEASING LLC	Yes	No	No	USD	01/18/2024	45,044.00
			37996	80294	Check	1	3250		SFM	Yes	No	No	USD	01/18/2024	4,683.00
			38068	80354	Check	1	4001		SQUIRES, WALDSPURGER & MACE,	Yes	No	No	USD	01/31/2024	318.00
			38010	80295	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	01/18/2024	3,047.55
			37977	80296	Check	1	1714		STATE SUPPLY COMPANY	Yes	No	No	USD	01/18/2024	175.00
			37972	80297	Check	1	1254		STERLE & CO, LTD	Yes	No	No	USD	01/18/2024	7,200.00
			38047	80355	Check	1	1254		STERLE & CO, LTD	Yes	No	No	USD	01/31/2024	10,950.00
			37923	80214	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	01/09/2024	206.17
			37939	80229	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD	01/17/2024	890.17
			37915	80211	Check	1	3247		TAYLOR MATTHEW SKOGLUND	Yes	No	No	USD	01/08/2024	50.00
			37993	80298	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	USD	01/18/2024	14,343.28
			38054	80356	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	USD	01/31/2024	4,496.68
			37925	80215	Check	1	4003		THEATRICAL RIGHTS WORLDWIDE	Yes	No	No	USD	01/09/2024	2,375.00
			38005	80299	Check	1	3787		TRES INC	Yes	No	No	USD	01/18/2024	197.89
			37973	80300	Check	1	1340		ULINE	Yes	No	No	USD	01/18/2024	629.23

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	38019	80311	Check	1	3916		UNIVERSITY OF JAMESTOWN	Yes	No	No	USD	01/22/2024	2,850.00
		38021	80312	Check	1	4060		UNIVERSITY OF MN - DULUTH	Yes	No	No	USD	01/22/2024	3,450.00
		38022	80313	Check	1	4061		UNIVERSITY OF MN - TWIN CITIES	Yes	No	No	USD	01/22/2024	1,450.00
		38032	80324	Check	1	4061		UNIVERSITY OF MN - TWIN CITIES	Yes	No	No	USD	01/31/2024	2,000.00
		38063	80357	Check	1	3847	R1	VC3	Yes	No	No	USD	01/31/2024	1,853.70
		37981	80302	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	USD	01/18/2024	67.50
		38048	80358	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	USD	01/31/2024	464.95
		37945	80244	Check	1	3191		WILLIAM FLOERSHEIM	Yes	No	No	USD	01/17/2024	113.00
		37989	80303	Check	1	2515	R1	ZIEGLER	Yes	No	No	USD	01/18/2024	2,537.35
Bank Total: 10													\$1,050,627.65	
Report Total:													\$1,050,627.65	

The Special Meeting of the School Board, Independent School District No. 695, was called to order at 5:01 P.M. on February 5, 2024, in the Elementary Board Room. Members present: Directors Sauter, Rice, Lappi, Rahja and Chair Casey.
Members Absent: Director Corradi Simon

Recognition of Guests and Visitors: InGensa presented the Construction documents and bid process for new school

APPROVE AGENDA

Moved by Director Rahja, supported by Director Randa Sauter to approve the agenda. Motion carried unanimously.

Administrative Business:

APPROVE CONTRUCTION DOCUMENTS AND PROCEED WITH PUBLIC BIDDING

Moved by Director Rahja, supported by Director Rice to approve construction documents and proceed with public bidding as presented. Motion carried unanimously.

Moved by Director Lappi, supported by Director Randa Sauter to adjourn the meeting at 5:45 P.M. Motion carried unanimously.

DANIELLE RANDA SAUTER, CLERK

DRS/lea

Letter of Resignation

1 message

Sara Brust <sbrust@chisholm.k12.mn.us>

Mon, Jan 29, 2024 at 10:33 AM

To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>, Mark Morrison <mmorrison@chisholm.k12.mn.us>

Good day,

It is with a heavy heart that I will need to put in a 4 week notice as of today. This looks like (I may have initially calculated wrong) through 2/23/24 as my final work date. I apologize as this is not was intended on my behalf.

Thank you for your kindness and understanding during this tough decision.

--

Sara Brust LSN, PHN, BSN, RN
Licensed School Nurse
Chisholm Public Schools
218-254-5726
sbrust@chisholm.k12.mn.us

Recommendation to Hire

Position: Job #175 Part-Time Bus Driver

Posting duration: Posted- Ongoing all year

Advertising Location: Frontline-Indeed-word of mouth

Number of Qualified: 2

Licensed Applications: 1

Interview committee Names: Mike Fredeen, Ron Plante, Jaden Jarmer

Recommended for hire: Marco Rappuchi

Supervisor: Jaden Jarmer

Recommendation to Hire

Position: Job #175 Part-Time Bus Driver

Posting duration: Posted- Ongoing all year

Advertising Location: Frontline-Indeed-word of mouth

Number of Qualified: 2

Licensed Applications: 1

Interview committee Names: Mike Fredeen, Ron Plante, Jaden Jarmer

Recommended for hire: Mellissa Gerard

Supervisor: Jaden Jarmer

**Independent School District No. 695
RESOLUTION NO. 1**

STATE OF MINNESOTA
COUNTY OF ST. LOUIS
INDEPENDENT SCHOOL DISTRICT NO. 695

**RESOLUTION AUTHORIZING I.S.D NO. 695, CHISHOLM
TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM
EDUCATIONAL FACILITY REVENUE BONDS, SERIES 2023A FROM IRRR**

Director _____ introduced the following Resolution and moved its adoption:

WHEREAS THE authorizing authority approves of the attached application for the Educational Facility Revenue Bonds, Series 2023A project: and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if approved by IRRR.

NOW BE IT RESOLVED that the authorizing authority of I.S.D. NO. 695, Chisholm does adopt the resolution.

The motion for adoption of the foregoing resolution was duly seconded by Director _____ and upon vote being taken thereon the following voted in favor thereof:

FOR:

AGAINST:

ABSENT:

Where upon said Resolution No. 1 was declared duly passed and adopted this _____ day of February, 2024.

Mark Casey, Chair

Danielle Randa Sauter, Clerk

ISD 695 2024-2025 Calendar

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August

- 27-29 No Students - Teacher Inservice Day
- 28 Open House - 8:00-6:30

September

- 2 Labor Day - Federal Holiday
- 3 First Day of School

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

- 17-18 No School - MEA

November

- 1 End of 1st Quarter
- 7 Conferences 8:00-6:30 - No school for students
- 8 Conference Exchange Day - No school for students
- 28-29 School Closed - Thanksgiving Break

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

- 23-31 No School - Winter Break
- 25 Christmas - Federal Holiday

January

- 1 New Years Day - Federal Holiday
- 2 Classes Resume
- 17 End of 2nd Quarter
- 20 Teacher In-Service Day - No school for students

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

- 13 Conferences 8:00-6:30 - No school for students
- 14 Conference Exchange Day - No school for students
- 17 President's Day - Federal Holiday

March

- 27 End of 3rd Quarter
- 28 No School

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

- 18, 21 School Closed - Spring Break

May

- 26 Memorial Day, Federal Holiday
- 29 End of 4th Quarter - Last Day for Student
- 30 Teacher In-Service - Graduation

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

- 19 Juneteenth, Federal Holiday

July

- 4 School Closed - July 4th

- | | |
|--|--|
| <ul style="list-style-type: none"> Early Release Open House No Students / Teacher Inservice Day School Closed / Holidays | <ul style="list-style-type: none"> Last Day of Quarter All Day Conferences First / Last Day for Students No School |
|--|--|

CERTIFIED STAFF 2023/2024

TEACHER NAME	HIRE DATE
Tim Provinzino	8/9/1993
Don Quirk	8/9/1993
Carolyn Ludwig	8/22/1994
Jennifer Fleming	7/13/1998
Tara Anderson	8/9/1999
Kristen Copp	6/25/2007
Lynette Purdy	6/25/2007
Jamie Steinberg (LOA 2024)	8/27/2007
Stephanie Jensen	6/23/2008
Marisa Pessenda	6/23/2008
Cindi Nelson	11/10/2008
Peter Backstrom	6/25/2012
Greg Stish	8/27/2012
Ryan Freitas	5/28/2013
Amy Rossini	5/28/2013
Natalie Yaroscak	5/28/2013
Jessica Rice	5/28/2013
Mark Morrison	6/24/2013
Robbi Albert	8/12/2013
Julie Nehring	8/12/2013
Tim Nelson	5/12/2014
Rachel Maki	6/23/2014
Shawn Lewis	6/23/2014
Travis Vake	6/28/2014
Nico Stish	8/25/2014
Myia Paradis	5/11/2015
Kim Yuretich	8/24/2015
Jennifer Showalter	2/29/016
Chelsy Schmitz	3/14/2016
Jennifer Zbacnik-Martin	8/22/2016
Jennifer Crotteau	11/28/2016
Adam Schaffer	5/8/2017

CERTIFIED STAFF 2023/2024

Darlene Esler	7/24/2017
Yadith Williams	8/28/2017
Teresa Allen	3/12/2018
Nick Milani	5/29/2018
Megan Scipioni	6/8/2020 @ 5:23p
Debbie Jackson	6/8/2020 @ 5:25p
Elizabeth Carroll	7/13/2020
Kathryn Dewhurst	3/25/2019
Ciri Falcone	5/26/2020
Brady Boehm	7/27/2020 @5:25p
Karla Winter	8/08/2022
Probationary Teachers	
Anne Wopata	6/28/2021
Frank Cerar	7/12/2021
Jamey Johnson	8/23/2021
Jennifer Rolle	1/10/2022
Kayla Schneuer	5/22/2023
Sarah Peitso	5/22/2023
Larry Baker	7/10/2023
Brian Hake	8/1/2023
Lynanne Wendy Greer	8/14/2023
Christine Olson	8/28/2023
ECFE	
Karen Copeman .9	9/10/2001
Megan Lescarbeau	9/4/2014
Laura Owens	8/14/2017

2023-24 NON-CERTIFIED STAFF SENIORITY

LAST NAME	FIRST NAME	JOB CLASS	SENIORITY DATE	TIME OF HIRE	HS/CE VS
Plante	Ronald	Carp. Shop Foreman	9/28/1998		DISTRICT
Pavlovich	Mary Jo	Secretary II HS	9/29/1999		HS
Wald	Carol	Custodian/Bus Driver	12/21/2001		HS
Dahmen	Paula	Para-Educator	10/10/2003		VS
Ferrell	Deborah	Secretary II VS	10/12/2005		VS
Wiehrdt	Kim	Para-Educator	9/5/2007		CE
Pioski	Pam	Technology Support Specialist	11/23/2009		DISTRICT
Moberg	Jamie	Para-Educator	2/03/2011	LOA 7/26/2024	VS
Barney	Hannah	Secretary III Com Ed/AD	10/24/2011		HS
Skurla	Kathleen	Para-Educator	10/05/2012		VS
Forsline	Kent	Carpenter Shop/Bus Driver	9/5/2013		DISTRICT
Karasti	Barbara	Para-Educator	2/27/2014		HS
Podlogar	Caroline	Para-Educator	9/14/2015		HS
Maki	Kimberly	Para-Educator	9/14/2015	5:35 pm	VS
Johnson	Tanya	Para-Educator	10/10/2016		HS
Landacre	Jake	Carpenter Shop/Bus Driver	6/6/2017		HS
Waryas	Jennifer	Para-Educator	9/25/2017	LOA 7/29/24	CE
Cianni	Karen	Para-Educator	10/23/2017		VS
Augustson	Theresa	Para-Educator	10/30/2017		HS
Hansen	Darlyn	Para-Educator	1/29/2018		VS
Flack	Crystal	Para-Educator	8/27/2018	5:17 pm	HS
Barabe	Samantha	Para-Educator	10/22/2018		HS
Allen	Doug	Custodian/Bus Driver	3/22/2019		CE
Helmer	Ramona	Para-Educator	10/7/2019	5:20 pm LOA 10/3/24	CE
Brown	Beverly	Para-Educator	10/7/2019	5:25 pm	VS
Maclean	Daniel	Custodian/Bus Driver	3/9/2020		VS
Hill	Nick	Custodian/Bus Driver	11/23/2020		CE
Bakkethun	Stephanie	Para-Educator	1/25/2021		CE
Pinner	Denise	Para-Educator	10/12/2021	5:14 pm	VS
Gunderson	Ashley	Para-Educator	11/22/2021	5:15 pm	VS
Novak	Joseph	Chief Engineer-Boiler	4/11/2022		District
Colwell	Lindzee	Custodian/Bus Driver	9/28/2022	5:40 pm	CE
Saari-Champion	Deborah	Para-Educator	11/2/2022	5:33 pm	CE
Bennett	Ryan	Para-Educator	11/10/2022	5:34 pm LOA 9/16/24	VS
Ozzello	Lori	Para-Educator	11/21/2022	5:35 pm	VS
Toole	Amber	Para-Educator	11/21/2022	5:36 pm	CE
Baker	Hayley	Para-Educator	03/13/2023	6:11 pm	VS

2023-24 NON-CERTIFIED STAFF SENIORITY

Kepler	Robert	Custodian/Bus Driver	04/03/2023	5:44 pm	HS
Kirsch	Timothy	Custodian/Bus Driver	8/24/2023		HS
Herrmann	Bethanie	Para-Educator	8/29/2023	5:57 pm	VS
Hill	Nancy	Para-Educator	9/5/2023		CE
Mankus	Sage	Para-Educator	9/18/2023		VS
Jarmer	Jadan	Custodian/Bus Driver Transportation Foreman	9/27/2023 - 11/01/2023		HS District
Judd	Amanda	Para-Educator	11/27/2023		VS
King	Anthony	Custodian/Bus Driver	12/04/2023		HS
Laitala	Kylie	Para-Educator	01/08/2024		VS

At the Independent School District No. 695 Board meeting held on February 12, 2024 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 24-02-12

RESOLUTION ACCEPTING DONATION OF WINTER HATS AND MITTENS FROM KELLERWILLIAMS REALTY TO SUPPORT THE CHISHOLM ISD #695 STUDENTS.

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 12th day of February 2024.

BY ORDER OF THE SCHOOL BOARD

School District Clerk

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Chisholm Public Schools Independent School District No. 695

Board Policy 606

Series: 600-Education Programs

Subject: 606 Textbooks and Instructional Materials

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials **that:**
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to **Minnesota Statutes section 124D.61**;
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to

establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (**Compulsory Instruction**)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (**Education for English Learners Act**)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

606.5 LIBRARY MATERIALS

Chisholm Public Schools Independent School District No. 695

Board Policy 606.5

Series: 600-Education Programs

Subject: 606.5 Library Materials

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

[NOTE: The school board may choose to revise the General Statement of Purpose.]

III. DEFINITIONS

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.901, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.

[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as _____.]

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy.]

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

IV. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
 1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the

materials were selected;

5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
6. The selection of library materials shall conform to the constraints of the school district budget.

[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]

- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials

from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

V. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VI. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

[NOTE: The school board may decide whether to allow a building principal to remove library materials pending completion of the reconsideration process.]

- C. Informal Request for Reconsideration of Specific Library Material
 - 1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
 - 2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
 - 3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Material
 - 1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the

specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the school district administration
 - b. One principal
 - c. Two teachers
 - d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
 - e. Two members of the school district community with no direct connection with the request for reconsideration
 - f. Two student representatives (as appropriate to the specific request).

[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

[NOTE: The school board can decide whether to allow appeal of a

Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

[NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]

Legal References:

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References:

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

2023-2024 Enrollment

Grade	May-23	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
VPK	14	18	14	14	14	14	14			
KG	45	51	51	52	51	53	52			
1st	45	45	44	44	45	43	43			
2nd	50	46	45	45	47	47	47			
3rd	42	50	49	49	49	49	49			
4th	53	40	39	39	39	39	38			
5th	38	51	49	49	49	50	51			
6th	47	38	37	37	39	40	41			
7th	45	47	47	47	47	46	46			
8th	73	42	41	42	43	43	43			
9th	55	74	74	73	72	67	68			
10th	53	56	54	52	52	51	50			
11th	51	52	49	51	50	46	45			
12th	40	52	50	50	50	50	49			
Total	651	662	643	643	646	638	636			