

Chisholm School District School Board Meeting Agenda

Monday, February 10, 2025 at 5:00 PM
Regular Meeting
Chisholm School Board Room

I. Determination of Quorum and Call to Order	
II. Public Comment:	
Description: Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.	
III. Recognition of Guests and Visitors	
IV. Approve Agenda	
V. Reports	
VI. Consent Agenda	
A. Minutes of the January 27, 2025, Regular Meeting	4
Payrolls for the Month of January 2025 in the amount of \$720,954.38.	
Accounts Payable for the Month of January 2025 in the amount \$3,367,504.56.	
Attachments:	
Minutes of the Jan. 27, 2025 Regular Meeting	4
Jan. 2025 payrolls	7
AP January 2025	8
VII. Action Agenda	
A. Motion to approve the hiring of Jill Belland to Job #288	20
Paraprofessional, Elementary School, effective February 10, 2025.	
Attachments:	

Recommend to hire J. Belland	20
B. Motion to approve the 2024-2025 school year Certified Staff seniority list as presented.	21
Attachments:	
2024-2025 Certified Staff Seniority List	21
C. Motion to approve the Non-Certified Staff Seniority list as presented.	23
Attachments:	
2024-2025 Non-Certified Seniority list	23
D. Motion to approve issuing a change order funded by construction contingency not to exceed \$78,072.00 to TNT Construction Group for code-required structural improvements that exceed the superintendent's approval authority.	
E. Motion to approve the Additional Professional Services Agreement between InGensa and Chisholm Public School ISD 695 in the amount of \$833,350.00 for professional services for IRRRB improvements at the Chisholm Public Schools as presented.	25
Attachments:	
Chisholm IRRRB_Proposal_2025-01-30	25
F. Motion to approve payment in the amount of \$10,500.00 to the City of Chisholm for reimbursement for the School Resource Officer from September 2024 to December 2024.	30
Attachments:	
City of Chisholm SRO Payment 2024	30
G. Motion to approve the purchase of (35) Football Uniform Jersey Tops through BSN Sports for the amount of \$5,500.00.	
H. Motion to approve the 3-Year contract with BSN Sports/NIKE Team 360 Rewards Program.	
I. Motion to rescind Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process approved by the school board on November 10, 2025.	31
Attachments:	
Policy 522 Title IX	31
J. Motion to approve Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process with the final rule on Title IX consistent with the court's order on January 8, 2025.	56
Attachments:	
Polic 522 Title IX Sex Nondiscrimination Policy 2025	56

K. Motion to adopt the 2025 School Board meeting dates and times for the 2025 school year as presented.	71
Attachments:	
2025 SB Calendar	71
L. Motion to approve the resolution for donations.	72
Attachments:	
Feb. 2025 Donation Resolution	72
M. Second Reading of Policy 701 Establishment and Adoption of School District Budget	
N. Second Reading of Policy 702 Accounting	
O. Second Reading of Policy 703 Annual Audit	
P. Second Reading of Policy 705 Investments	
Q. Second Reading of Policy 706 Acceptance Gifts	
R. Second Reading of Policy 710 Extracurricular Transportation Accounting	
S. Second Reading Policy 712 Video Surveillance Other Than on Buses	
T. Second Reading of Policy 713 Student Activity Accounting	
U. Second Reading of Policy 714 Fund Balances	
V. Second Reading of Policy 720 Vending Machines	
W. Second Reading of Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources	
X. Second Reading of Policy 722 Public Data and Data Subject Requests	
VIII. Discussion	
A. Meeting day and time	
IX. Information	
A. February 2025 Enrollment Numbers	73
Attachments:	
Feb. 2025 Student Enrollment	73
X. Adjourn	

January 27, 2025

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 PM on January 27, 2025, in the Elementary Board Room. Members present: Directors Corradi Simon, Rice, Lappi, Rahja and Casey
Absent: Director Randa Sauter (arrived at 5:12 PM)

APPROVE AGENDA

Moved by Director Rahja, supported by Director Rice to approve the agenda with the following addition: Personnel, add item D. Motion carried unanimously.

REPORTS

AD Vake addressed the board regarding the following: Homecoming is this Friday. Adding a 3rd Level III coach to track. Playoffs are starting soon. Presented a proposal for the purchase of uniforms.

Mrs. Carrie McDonald addressed the board regarding the MTSS grant initiatives and other student supports (Attendance Coordinator, Interventionist, etc.) that are benefiting the Chisholm Public School district.

Mr. Jordan Pangrac, Ingensa, addressed the board regarding the construction progress and change orders.

APPROVE THE CONSENT AGENDA

Moved by Director Rahja, supported by Director Randa Sauter to approve the consent agenda which consists of the minutes of the January 6, 2025, Regular Meeting. Motion carried unanimously.

Personnel

ACCEPT RESIGNATION OF TERRANCE FRIEND

Moved by Director Corradi Simon, supported by Director Lappi to accept the resignation of Terrance Friend from Job #175 Part-time Bus Driver, effective January 6, 2025. Motion carried unanimously.

APPROVE THE TERMINATION OF SASINA NYMAN

Moved by Director Rahja, supported by Director Rice to approve the termination of Sasina Nyman from Job #288, Paraprofessional, Vaughan Steffenrud, effective January 9, 2025. Motion carried unanimously.

APPROVE THE RESIGNATION OF PAULA DAHMEN

Moved by Director Lappi, supported by Director Corradi Simon to accept the resignation of Paula Dahmen, Paraprofessional, Vaughan Steffensrud, effective January 17, 2025. Motion carried unanimously.

HIRE CHANELLE HOLMES

Moved by Director Rahja, supported by Director Lappi to approve the hire of Chanelle Holmes to Job #288, Paraprofessional, Vaughan Steffensrud, effective January 22, 2025. Motion carried unanimously.

Administrative BusinessAPPROVE MEETING DATE AND TIME

Moved by Director Corradi Simon, supported by Director Rahja to approve the regular school board meetings be held on the second Monday after the first Monday of each month unless otherwise designated.

The second meeting will be held two weeks after the first meeting unless the day is a legal holiday, when it will be held the next day when legal business can be transacted unless otherwise designated. The starting time will be 5:00 P.M and the place will be the Board Room in the Elementary School unless otherwise designated. Motion carried unanimously.

FIRST READING OF POLICY 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

Chair Casey presented the first reading of Policy 701 Establishment and Adoption of School District Budget

FIRST READING OF POLICY 702 ACCOUNTING

Chair Casey presented the first reading of Policy 702 Accounting

FIRST READING OF POLICY 703 ANNUAL AUDIT

Chair Casey presented the first reading of Policy 703 Annual Audit

FIRST READING OF POLICY 705 INVESTMENTS

Chair Casey presented the first reading of Policy 705 Investments

FIRST READING OF POLICY 706 ACCEPTANCE OF GIFTS

Chair Casey presented the first reading of Policy 706 Acceptance of Gifts

FIRST READING OF POLICY 710 EXTRACURRICULAR TRANSPORTATION ACCOUNTING

Chair Casey presented the first reading of Policy 710 Extracurricular Transportation Accounting

FIRST READING OF POLICY 712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

Chair Casey presented the first reading of Policy 712 Video Surveillance Other Than on Buses

FIRST READING OF POLICY 713 STUDENT ACTIVITY ACCOUNTING

Chair Casey presented the first reading of Policy 713 Student Activity Accounting

FIRST READING OF POLICY 714 FUND BALANCES

Chair Casey presented the first reading of Policy 714 Fund Balances

FIRST READING OF POLICY 720 VENDING MACHINES

Chair Casey presented the first reading of Policy 720 Vending Machines

FIRST READING OF POLICY 721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

Chair Casey presented the first reading of Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

FIRST READING OF POLICY 722 PUBLIC DATA AND DATA SUBJECT REQUEST

Chair Casey presented the first reading of Policy 722 Public Data and Data Subject Request

Discussion: -Chair Casey, Directors Rice, Lappi and Rahja discussed the MSBA Conference.
-Someone Special will be on February 12th at the CE.

Information:
-January 2025 enrollment numbers

ADJOURN

Moved by Director Rahja supported by Director Corradi Simon to adjourn the meeting at 6:11 PM. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea



CHISHOLM
I.S.D. 695

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Chisholm, MN 55719
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Mark C. Morrison
Superintendent

Brian Hake
7-12 Principal

Karla Winter
Pre K-6 Principal

Jennifer Crotteau
Counselor

Travis Vake
Activities Director

Noah Kaczor
Business Manager

February 10, 2025

To: Mark Morrison
Superintendent

The following is a summary of payrolls for the month of January 2024.

September Payrolls

January	15	payroll	\$	329,031.07
January	31	payroll	\$	391,923.31
Total Payrolls			\$	720,954.38

Noah Kaczor
Business Manager

NK:ma

Summary of Payments Issued:

January Accounts Payable Checks	\$1,927,233.68
January Accounts Payable Wires	<u>\$1,440,270.88</u>
Total Accounts Payable	\$3,367,504.56

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
10	06450			MN UI FUND		Wire		
		E 01	005	930 000 000 280		Unemploy Comp	\$3,794.00	
PO#:	Voucher #:	66834	Invoice	Invoice No: Q42024	1/14/2025		Paid Amt: \$3,794.00	Check Amount: \$3,794.00
10	3881	R1		WEX HEALTH INC		Wire		
		E 01	005	930 000 000 251		Emp Sponser Hlth Reimb Arr	\$273.75	
PO#:	Voucher #:	66898	Invoice	Invoice No: 0002087652-IN	1/14/2025		Paid Amt: \$273.75	Check Amount: \$273.75
10	1347			US BANK TRUST		Wire		
		E 07	005	910 000 000 710		Bond Red-Prin	\$130,000.00	
PO#:	Voucher #:	66934	Invoice	Invoice No: 2788102	1/23/2025		Paid Amt: \$130,000.00	
		E 07	005	910 000 000 720		Bond Interest	\$495,875.00	
		E 07	005	910 000 000 710			\$615,000.00	
PO#:	Voucher #:	66932	Invoice	Invoice No: 2764010	1/23/2025		Paid Amt: \$1,110,875.00	
		E 07	005	910 000 000 720		Bond Interest	\$43,240.63	
		E 07	005	910 000 000 710			\$110,000.00	
PO#:	Voucher #:	66933	Invoice	Invoice No: 2788100	1/23/2025		Paid Amt: \$153,240.63	Check Amount: \$153,240.63
10	3881	R1		WEX HEALTH INC		Wire		
		E 01	005	930 000 000 251		Emp Sponser Hlth Reimb Arr	\$42,087.50	
PO#:	Voucher #:	67054	Invoice	Invoice No: V02.01.25	1/31/2025		Paid Amt: \$42,087.50	Check Amount: \$42,087.50
							Report Total:	\$1,440,270.88

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		39752	81979		Check	1	4185		30 WEST FITNESS AND RECREATION,	Yes	No	No	01/02/2025	2,200.00
		39852	82084		Check	1	3801		ADAM C ROEN	Yes	No	No	01/23/2025	200.00
		39921	82158		Check	1	3801		ADAM C ROEN	Yes	No	No	01/31/2025	50.00
		39729	81982		Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	01/02/2025	67.90
		39781	82017		Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	01/14/2025	353.32
		39842	82085		Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	01/23/2025	1,247.70
		39876	82127		Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	01/27/2025	199.39
		39915	82159		Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	01/31/2025	423.85
		39723	81983		Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	01/02/2025	405.00
		39775	82018		Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	01/14/2025	1,321.75
		39874	82128		Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	01/27/2025	130.00
		39869	82086		Check	1	4190		ANDERSON RANDY	Yes	No	No	01/23/2025	180.00
		39753	81984		Check	1	4186		APEX FACILITY SOLUTIONS, LLC	Yes	No	No	01/02/2025	238,358.80
		39803	82019		Check	1	3796		APTEGY INC	Yes	No	No	01/14/2025	7,780.00
		39780	82020		Check	1	2354		ATT MOBILITY	Yes	No	No	01/14/2025	657.90
		39725	81985		Check	1	1944		AVIBEN	Yes	No	No	01/02/2025	141.72
		39751	81986		Check	1	4181		BAKER, TAVARES	Yes	No	No	01/02/2025	70.00
		39758	82021		Check	1	00610		BARK DESIGN INC	Yes	No	No	01/14/2025	72.00
		39827	82087		Check	1	00610		BARK DESIGN INC	Yes	No	No	01/23/2025	341.25
		39902	82160		Check	1	00610		BARK DESIGN INC	Yes	No	No	01/31/2025	50.00
		39741	81988		Check	1	3463		BENHAM, DAMON	Yes	No	No	01/02/2025	210.00
		39794	82022		Check	1	3547		BIG STONE THERAPIES, INC	Yes	No	No	01/14/2025	180.00
		39822	82072		Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	01/20/2025	3,289.60
		39823	82073		Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	01/20/2025	11,920.00
		39824	82074		Check	1	3387		BLUE CROSS BLUE SHIELD OF MN BLL	Yes	No	No	01/20/2025	409.70
		39817	82075		Check	1	2296		BLUE CROSS/BLUE SHIELD OF MN	Yes	No	No	01/20/2025	80,047.19
		39920	82161		Check	1	3542	R1	BRAUN INTERTEC CORPORATION	Yes	No	No	01/31/2025	2,530.00
		39795	82023		Check	1	2774		BUHL WATER CO INC	Yes	No	No	01/14/2025	77.50
		39916	82162		Check	1	2774		BUHL WATER CO INC	Yes	No	No	01/31/2025	65.00
		39860	82088		Check	1	3989		CASEY DRUG	Yes	No	No	01/23/2025	5.98
		39800	82024		Check	1	3750		CASEY, JERRY SCOTT	Yes	No	No	01/14/2025	110.00
		39801	82025		Check	1	3750		CASEY, JERRY SCOTT	Yes	No	No	01/14/2025	110.00
		39850	82089		Check	1	3750		CASEY, JERRY SCOTT	Yes	No	No	01/23/2025	110.00
		39791	82026		Check	1	3384		CHEERLEADING.COM	Yes	No	No	01/14/2025	617.48
		39759	82027		Check	1	01429		CHISHOLM CHAMBER OF COMMERCE	Yes	No	No	01/14/2025	100.00
		39760	82028		Check	1	01600		CHISHOLM CITY OF	Yes	No	No	01/14/2025	7,421.81
		39896	82129		Check	1	3996		CHISHOLM COMMUNITY FOUNDATION	Yes	No	No	01/27/2025	25.00
		39737	81987		Check	1	3181		CHISHOLM COMMUNITY FOUNDATION	Yes	No	No	01/02/2025	130.00
		39846	82090		Check	1	3181		CLEMENT, DAVID B	Yes	No	No	01/23/2025	150.00

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		39796	82029	Check	1	3578		CLOSE UP FOUNDATION	Yes	No	No	01/14/2025	7,976.00
		39859	82091	Check	1	3972		CONTINENTAL ATHLETIC SUPPLY INC	Yes	No	No	01/23/2025	4,910.50
		39851	82092	Check	1	3775		COOKS COUNTRY CONNECTION	Yes	No	No	01/23/2025	441.00
		39857	82093	Check	1	3933		CTC	Yes	No	No	01/23/2025	2,571.82
		39788	82030	Check	1	3001		DAWN THOMPSON	Yes	No	No	01/14/2025	285.00
		39774	82031	Check	1	1565		DECKER EQUIPMENT	Yes	No	No	01/14/2025	106.57
		39871	82130	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	01/27/2025	179.20
		39877	82131	Check	1	2469		ERZAR, JAMES	Yes	No	No	01/27/2025	240.00
		39866	82094	Check	1	4176		ESCAPE FIRE PROTECTION, INC	Yes	No	No	01/23/2025	3,231.65
		39761	82032	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	01/14/2025	3,426.89
		39865	82095	Check	1	4143		FAMILY ZONE INC	Yes	No	No	01/23/2025	3,310.83
		39825	82077	Check	1	3790		FORBORT, ANDREW	Yes	No	No	01/20/2025	240.00
		39901	82132	Check	1	4192		FREEBERG, RYAN	Yes	No	No	01/27/2025	110.00
		39730	81989	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	01/02/2025	110.00
		39878	82133	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	01/27/2025	180.00
		39879	82134	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	01/27/2025	110.00
		39880	82135	Check	1	2471		GLUMACK, CHARLES	Yes	No	No	01/27/2025	55.00
		39763	82033	Check	1	03570		GRAINGER	Yes	No	No	01/14/2025	1,014.79
		39829	82096	Check	1	03570		GRAINGER	Yes	No	No	01/23/2025	30.54
		39904	82163	Check	1	03570		GRAINGER	Yes	No	No	01/31/2025	86.72
		39839	82097	Check	1	2341	REMIT	GREGORY SKALKO	Yes	No	No	01/23/2025	100.00
		39899	82136	Check	1	4188		HABERMANN CHARLES	Yes	No	No	01/27/2025	130.00
		39900	82137	Check	1	4191		HABERMANN, HENRY	Yes	No	No	01/27/2025	110.00
		39742	81990	Check	1	3624		HIBBING HEATING & AIR CONDITIONING	Yes	No	No	01/02/2025	300.00
		39719	81991	Check	1	04212		INAC, INC	Yes	No	No	01/02/2025	6,754.15
		39764	82034	Check	1	04212		INAC, INC	Yes	No	No	01/14/2025	25,325.19
		39905	82164	Check	1	04212		INAC, INC	Yes	No	No	01/31/2025	7,512.82
		39740	81992	Check	1	3457		INGENSA INC.	Yes	No	No	01/02/2025	84,069.74
		39793	82035	Check	1	3457		INGENSA INC.	Yes	No	No	01/14/2025	81,597.96
		39802	82036	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	01/14/2025	242.77
		39886	82138	Check	1	3074		INTERQUEST DETECTION CAMINES OF	Yes	No	No	01/27/2025	440.00
		39892	82139	Check	1	3689		IRON RANGE PLUMBING AND HEATING	Yes	No	No	01/27/2025	4,373.64
		39806	82037	Check	1	3923		IRON RANGE TIRE	Yes	No	No	01/14/2025	103.38
		39765	82038	Check	1	04226		ISD #0318 GRAND RAPIDS	Yes	No	No	01/14/2025	300.00
		39766	82039	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	01/14/2025	5,713.52
		39720	81993	Check	1	04376		ISD #2142 ST LOUIS COUNTY	Yes	No	No	01/02/2025	315.00
		39776	82040	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	01/14/2025	112,729.99
		39854	82098	Check	1	3848		ISD 911	Yes	No	No	01/23/2025	444.00
		39799	82041	Check	1	3721		ISD# 2909 ROCK RIDGE PUBLIC SCHOL	Yes	No	No	01/14/2025	175.00

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		39743	81994	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	01/02/2025	1,750.00
		39858	82099	Check	1	3969		JIM'S SPORTS BAR & GRILL	Yes	No	No	01/23/2025	353.48
		39789	82042	Check	1	3099		JK MECHANICAL CONTRACTORS INC	Yes	No	No	01/14/2025	263,933.94
		39771	82043	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	01/14/2025	2,105.00
		39833	82100	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	01/23/2025	1,825.00
		39888	82140	Check	1	3477		JORDAN PARENTEAU	Yes	No	No	01/27/2025	180.00
		39889	82141	Check	1	3477		JORDAN PARENTEAU	Yes	No	No	01/27/2025	180.00
		39773	82044	Check	1	1442		JOSTENS INC	Yes	No	No	01/14/2025	925.00
		39923	82165	Check	1	3984		JPJ ENGINEERING INC	Yes	No	No	01/31/2025	2,007.50
		39811	82045	Check	1	4148		JRK STEEL	Yes	No	No	01/14/2025	579,329.00
		39762	82046	Check	1	03553		JUBILEE FOODS	Yes	No	No	01/14/2025	716.96
		39828	82101	Check	1	03553		JUBILEE FOODS	Yes	No	No	01/23/2025	65.70
		39872	82142	Check	1	03553		JUBILEE FOODS	Yes	No	No	01/27/2025	45.69
		39903	82166	Check	1	03553		JUBILEE FOODS	Yes	No	No	01/31/2025	446.29
		39919	82167	Check	1	3175		JULIE SCHELDE	Yes	No	No	01/31/2025	1,415.00
		39784	82047	Check	1	2711		JW PEPPER	Yes	No	No	01/14/2025	100.96
		39883	82143	Check	1	2711		JW PEPPER	Yes	No	No	01/27/2025	75.99
		39755	82015	Check	1	2375		KARICH, BRIAN	Yes	No	No	01/09/2025	70.00
		39820	82076	Check	1	2375		KARICH, BRIAN	Yes	No	No	01/20/2025	180.00
		39792	82048	Check	1	3418	1099	KEVIN R SCAIA	Yes	No	No	01/14/2025	180.00
		39873	82145	Check	1	1734		KIDS PLUS PETTY CASH/ISD #695	Yes	No	No	01/27/2025	128.00
		39734	81997	Check	1	3041	1099	KYLE D LAMPPA	Yes	No	No	01/02/2025	205.00
		39735	81998	Check	1	3041	1099	KYLE D LAMPPA	Yes	No	No	01/02/2025	110.00
		39721	81999	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	01/02/2025	64.23
		39912	82168	Check	1	1863		LAKE SUPERIOR COLL/SCHOLARSHIP	Yes	No	No	01/31/2025	1,100.00
		39731	82000	Check	1	2485	1099	LAMPPA, DAVIS	Yes	No	No	01/02/2025	180.00
		39756	82016	Check	1	2485	1099	LAMPPA, DAVIS	Yes	No	No	01/09/2025	110.00
		39826	82078	Check	1	3896		LOEFFLER, WAYNE	Yes	No	No	01/20/2025	180.00
		39837	82102	Check	1	2232		LOWE'S	Yes	No	No	01/23/2025	320.28
		39798	82049	Check	1	3605		LVC COMPANIES	Yes	No	No	01/14/2025	241.50
		39815	82079	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	01/20/2025	3,452.25
		39906	82169	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	01/31/2025	2,559.55
		39739	82003	Check	1	3448		MARCIA BRENNER ASSOCIATES	Yes	No	No	01/02/2025	745.00
		39848	82103	Check	1	3279		MARUDAS GRAPHICS, INC	Yes	No	No	01/23/2025	123.25
		39805	82050	Check	1	3861		MAASC	Yes	No	No	01/14/2025	1,200.00
		39818	82080	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	01/20/2025	17,677.70
		39819	82081	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	01/20/2025	17,677.70
		39882	82146	Check	1	2558		MESABI GLASS WINDOW DOORS INC	Yes	No	No	01/27/2025	315.00
		39724	82004	Check	1	1895	R1	MIDWEST BUS PARTS INC	Yes	No	No	01/02/2025	212.35

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-99999999

Batch	Bank	Pymt.No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void	Amount
									Yes	No	No	Date	
10		39790	82051	Check	1	3345		MINNESOTA DISCOVERY CENTER	Yes	No	No	01/14/2025	841.74
		39821	82082	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	01/20/2025	2,281.74
		39779	82052	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	01/14/2025	15.00
		39726	82005	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	01/02/2025	19.60
		39777	82053	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	01/14/2025	2,223.39
		39913	82170	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	01/31/2025	19.33
		39722	82006	Check	1	06375		MIN POWER	Yes	No	No	01/02/2025	14,823.68
		39767	82054	Check	1	06515		MIN ST MOORHEAD	Yes	No	No	01/14/2025	2,650.00
		39727	82007	Check	1	2278		MIN TELECOMMUNICATIONS	Yes	No	No	01/02/2025	751.00
		39838	82104	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	01/23/2025	58.19
		39926	82171	Check	1	4174		NETTE'S DINER & CATERING INC	Yes	No	No	01/31/2025	46.60
		39907	82172	Check	1	06850		NORTHEAST SERVICE COOPERATIVE	Yes	No	No	01/31/2025	18,672.59
		39816	82083	Check	1	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	01/20/2025	8,436.00
		39908	82173	Check	1	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	01/31/2025	8,580.00
		39868	82105	Check	1	4189		OFFICE OF MNIT SERVICES	Yes	No	No	01/23/2025	22.50
		39736	82008	Check	1	3088		OTT, ROBERT	Yes	No	No	01/02/2025	235.00
		39924	82174	Check	1	4014		OXYGEN SERVICE COMPANY	Yes	No	No	01/31/2025	590.00
		39748	82001	Check	1	4036		PARENTEAU, LOUIS	Yes	No	No	01/02/2025	55.00
		39749	82002	Check	1	4036		PARENTEAU, LOUIS	Yes	No	No	01/02/2025	55.00
		39861	82106	Check	1	4036		PARENTEAU, LOUIS	Yes	No	No	01/23/2025	150.00
		39925	82175	Check	1	4036		PARENTEAU, LOUIS	Yes	No	No	01/31/2025	50.00
		39786	82055	Check	1	2795		PARK STATE BANK	Yes	No	No	01/14/2025	361.89
		39807	82056	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	01/14/2025	448.67
		39862	82107	Check	1	4047		PEPSI BEVERAGES COMPANY	Yes	No	No	01/23/2025	96.12
		39750	82009	Check	1	4179		PERVENANZE, LAWRENCE	Yes	No	No	01/02/2025	55.00
		39867	82108	Check	1	4179		PERVENANZE, LAWRENCE	Yes	No	No	01/23/2025	100.00
		39897	82147	Check	1	4179		PERVENANZE, LAWRENCE	Yes	No	No	01/27/2025	110.00
		39898	82148	Check	1	4180		PETRICH, MIKE	Yes	No	No	01/27/2025	230.00
		39834	82109	Check	1	2019	R1	PITNEY BOWES INC	Yes	No	No	01/23/2025	74.69
		39875	82149	Check	1	2269		PITNEY BOWES RESERVE ACCOUNT	Yes	No	No	01/27/2025	3,000.00
		39830	82110	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	01/23/2025	9.99
		39909	82176	Check	1	08270		RAMS	Yes	No	No	01/31/2025	1,544.00
		39746	81980	Check	1	4032		ROEN ALEXANDER	Yes	No	No	01/02/2025	70.00
		39747	81981	Check	1	4032		ROEN ALEXANDER	Yes	No	No	01/02/2025	70.00
		39757	82014	Check	1	4032		ROEN ALEXANDER	Yes	No	No	01/09/2025	180.00
		39885	82144	Check	1	3062		RYKS, KEVIN	Yes	No	No	01/27/2025	239.00
		39918	82177	Check	1	2981	REMIT	SANTANDER LEASING LLC	Yes	No	No	01/31/2025	75,552.28
		39795	82057	Check	1	3556		SAVELA, DAWN	Yes	No	No	01/14/2025	205.00
		39890	82150	Check	1	3556		SAVELA, DAWN	Yes	No	No	01/27/2025	180.00

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		39891	82151	Check	1	3556		SAVELA, DAWN	Yes	No	No	01/27/2025	180.00
		39831	82111	Check	1	09025		SCHMITT MUSIC	Yes	No	No	01/23/2025	83.66
		39835	82112	Check	1	2121	R1	SCHMITT MUSIC	Yes	No	No	01/23/2025	10,350.00
		39728	82010	Check	1	2409		SCHNEIDER, KURT	Yes	No	No	01/02/2025	70.00
		39840	82113	Check	1	2409		SCHNEIDER, KURT	Yes	No	No	01/23/2025	200.00
		39914	82178	Check	1	2409		SCHNEIDER, KURT	Yes	No	No	01/31/2025	50.00
		39738	82011	Check	1	3247		SKOGLUND, TAYLOR MATTHEW	Yes	No	No	01/02/2025	55.00
		39847	82114	Check	1	3247		SKOGLUND, TAYLOR MATTHEW	Yes	No	No	01/23/2025	100.00
		39887	82152	Check	1	3247		SKOGLUND, TAYLOR MATTHEW	Yes	No	No	01/27/2025	55.00
		39843	82115	Check	1	2524		SNICKERS PIZZA	Yes	No	No	01/23/2025	431.52
		39797	82058	Check	1	3590		SOS C/O HOLLY BAUMGARD	Yes	No	No	01/14/2025	200.00
		39744	82012	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/02/2025	55.00
		39745	82013	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/02/2025	55.00
		39855	82116	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/23/2025	150.00
		39893	82153	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/27/2025	55.00
		39894	82154	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/27/2025	55.00
		39922	82179	Check	1	3860		SPEIDEL, MONTE	Yes	No	No	01/31/2025	50.00
		39856	82117	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	01/23/2025	2,772.50
		39895	82155	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	01/27/2025	2,851.29
		39772	82059	Check	1	1254		STERLE & CO, LTD	Yes	No	No	01/14/2025	10,500.00
		39768	82060	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	01/14/2025	881.81
		39910	82180	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	01/31/2025	491.73
		39845	82118	Check	1	3164	1099	TAUS, DAVID	Yes	No	No	01/23/2025	150.00
		39849	82119	Check	1	3483	REMIT	TEACHER SYNERGY, LLC	Yes	No	No	01/23/2025	464.98
		39787	82061	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	01/14/2025	1,975.09
		39844	82120	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	01/23/2025	5,898.12
		39884	82156	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	01/27/2025	6,010.41
		39917	82181	Check	1	2963	REMIT	TEACHERS ON CALL	Yes	No	No	01/31/2025	4,834.26
		39804	82062	Check	1	3840		TECH CHECK	Yes	No	No	01/14/2025	600.00
		39810	82063	Check	1	4133		TNT CONSTRUCTION GROUP LLC	Yes	No	No	01/14/2025	56,122.53
		39853	82121	Check	1	3824		TONY MICHAEL ERJAVEC	Yes	No	No	01/23/2025	420.00
		39770	82064	Check	1	10149		UMD	Yes	No	No	01/14/2025	800.00
		39769	82065	Check	1	10137		UNITED TRUCK BODY CO INC	Yes	No	No	01/14/2025	139.36
		39911	82182	Check	1	10137		UNITED TRUCK BODY CO INC	Yes	No	No	01/31/2025	187.85
		39841	82122	Check	1	2416		VAKE, TRAVIS	Yes	No	No	01/23/2025	311.10
		39832	82123	Check	1	10279		VALENTINI'S SUPPER CLUB	Yes	No	No	01/23/2025	700.00
		39808	82066	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	01/14/2025	321.78
		39863	82124	Check	1	4112		VESTIS GROUP, INC.	Yes	No	No	01/23/2025	31.76
		39864	82125	Check	1	4112	RMT	VESTIS GROUP, INC.	Yes	No	No	01/23/2025	321.78

ISD 695-Chisholm
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 01/01/2025-1/31/25 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
10		39778	82067	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	01/14/2025	598.95
		39836	82126	Check	1	2133	R1	VIKING COCA COLA	Yes	No	No	01/23/2025	133.00
		39812	82068	Check	1	4183		VISA	Yes	No	No	01/14/2025	2,743.48
		39732	81995	Check	1	2487		VLATKOVICH, JEFFERY	Yes	No	No	01/02/2025	110.00
		39733	81996	Check	1	2487		VLATKOVICH, JEFFERY	Yes	No	No	01/02/2025	180.00
		39881	82157	Check	1	2487		VLATKOVICH, JEFFERY	Yes	No	No	01/27/2025	180.00
		39809	82069	Check	1	4131		WELLS CONCRETE PRODUCTS, CO.	Yes	No	No	01/14/2025	42,925.54
		39782	82070	Check	1	2439		WETZEL, JAY	Yes	No	No	01/14/2025	180.00
		39783	82071	Check	1	2515	R1	ZIEGLER	Yes	No	No	01/14/2025	4,497.35
Bank Total: 10													\$1,927,233.68
Report Total:													\$1,927,233.68

Void Payment Listing with Detail

Payment Number: 0-999999 Payment Date: 7/1/2024-2/28/2025 Period: 202501-202508 Void Date: 01/01/2025-01/31/2025

Batch	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Print Recon	Void	You No	Period	Void Dt	Amount
39301	10	81574	10/11/2024	Check	1	3483	TEACHERS PAY TEACHERS	Yes	No	66177	202507	01/22/2025	(464.98)	
Payment Total:														
(464.98)														

Recommendation to Hire

Position: Job #288 Paraprofessional

Posting duration: 9/5/2024-present

Advertising Location: Frontline, MNJobs, social media

**Number of Qualified:
Licensed Applications:** 1

Number interviewed: 1

Interview committee Names:

Principal Winter, Robbi Albert

Recommended for hire: Jill Belland

Start Date: February 10, 2025

Location: Elementary School

Supervisor: Karla Winter

STAFF 2024-2025

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
Stephanie Jensen	6/23/2008
Marisa Pessenda	6/23/2008
Cindi Nelson	11/10/2008
Amy Rossini	5/28/2010
Peter Backstrom	6/25/2012
Greg Stish	8/27/2012
Ryan Freitas	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
Darlene Esler	7/24/2017
Yadith Williams	8/28/2017

STAFF 2024-2025

Teresa Allen	3/12/2018
Nick Milani	5/29/2018
Kathryn Dewhurst	3/25/2019
Megan Scipioni	6/8/2020 @ 5:23p
Debbie Jackson	6/8/2020 @ 5:25p
Elizabeth Carroll	7/13/2020
Ciri Falcone	5/26/2020
Brady Boehm	7/27/2020 @5:25p
Anne Wopata	6/28/2021
Frank Cerar	7/12/2021
Karla Winter	8/08/2022
Kayla Schneuer	5/22/2023
Larry Baker	07/10/2023
Brian Hake	8/1/2023
Lynanne Wendy Greer	8/14/2023
Probationary Teachers	
Jamey Johnson	8/23/2021
Sarah Peitso	5/11/2024
Rose Schnortz	5/16/2024
Chelsea Winans	5/16/2024
Jeremy Deedrick	6/10/2024
Peighton Worlie	8/12/2024
Macoy Rudolph	8/12/2024
ECFE	
Karen Copeman .9	9/10/2001
Megan Lescarbeau	9/4/2014
Laura Owens	8/14/2017

2024-2025 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
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/LPN	9/25/2017	LOA 7/29/24	CE
Cianni	Karen	Para-Educator	10/23/2017		VS
Augustson	Theresa	Para-Educator	10/30/2017		HS
Flack	Crystal	Para-Educator	8/27/2018	5:17 pm	HS
Barabe	Samantha	Para-Educator	10/22/2018		HS
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
Macleam	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 10/28/24	VS

2024-2025 NON-CERTIFIED STAFF SENIORITY

Ozzello	Lori	Para-Educator	11/21/2022	5:35 pm	VS
Toole	Amber	Para-Educator	11/21/2022	5:36 pm LOA 10/04/2024	CE
Baker	Hayley	Para-Educator	03/13/2023	6:11 pm	VS
Kepler	Robert	Custodian/Bus Driver	04/03/2023	5:44 pm	HS
Kirsch	Timothy	Custodian/Bus Driver	8/24/2023		HS
Hill	Nancy	Para-Educator	9/5/2023		CE
Jarmer	Jadan	Custodian/Bus Driver Transportation Foreman	9/27/2023 - 11/01/2023		HS District
King	Anthony	Custodian/Bus Driver	12/04/2023		HS
Laitala	Kylie	Para-Educator	01/08/2024		VS
Hill	Tammy	Para-Educator	03/04/2024		HS
Estrada	Kathleen	Para-Educator	8/26/20024		CE
Moberg	Daniel	Para-Educator	9/5/2024		CE
Bakkethun	Gracie	Para-Educator	10/07/2024		CE
Larson	Gloria	Para-Educator	11/18/2024		VS
Alissa	Ostrander	Para-Educator	01/02/2025		CE
Chanelle	Holmes	Para-Educator	01/22/2025		VS
Jill	Belland	Para-Educator	01/10/2025		CE



January 30, 2025

Superintendent Mark Morrison
Chisholm Public Schools ISD 695
301 4th St. SW
Chisholm, MN 55719

RE: Additional Professional Services for IRRRB Projects

Dear Superintendent Morrison:

Thank you for giving us the opportunity to provide additional professional services for the IRRRB improvements at Chisholm Public Schools. This letter is written to clarify the scope and terms of our agreement.

Project Overview

The District applied for and received authorization from the IRRRB for the scopes outlined in Attachment A of this document, and intends to design and execute as many scopes as possible with IRRRB bond proceeds. Costs shown are estimates and execution of identified scopes are contingent on proposal requests, quotes, or public bids. The board and administration may decide to address different scopes based on need and IRRRB approval as required.

Basic Services

InGensa, Inc. will provide mechanical, electrical, architectural, civil, and structural design services. In addition to design services, InGensa shall also provide construction management and commissioning services for the project to ensure ISD 695 receives the highest quality product in a cost-effective and timely manner. Fee does not include general conditions including permitting and plan review costs.

Compensation / Value

The amount the District's project budget for the IRRRB scopes of work, including InGensa's compensation is Eight Million Dollars, (\$8,000,000).

InGensa's compensation for the additional requested scope of work is: Eight-Hundred Thirty-Eight Thousand, Three-Hundred Fifty Dollars (\$838,350) which is 10.48% of the project budget. This is a lump sum, not to exceed cost for the identified scope.

In addition to InGensa's Basic Services, InGensa's compensation also includes reimbursables.



Agreement

InGensa services shall be provided in accordance with the terms and conditions as agreed to in the original contract signed November 28, 2022 between Chisholm Public School ISD #695 and InGensa, Inc.. This letter shall serve as the complete and final agreement. A mobilization invoice of 10% will be sent immediately.

If you accept the terms of this letter, please sign and return a copy to InGensa, Inc.

Sincerely,

INGENSA, INC.

A handwritten signature in blue ink, appearing to read "Jac Coleman".

Jacqueline Coleman
President & CEO

ACCEPTED BY ISD NO. 695

BY: _____
Mark Morrison
Superintendent of Schools

Date: _____

Date: _____



**IRRRB 2023 School Bonds
District Project Narrative**

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. The existing 1924 High School was deemed to be in good structural condition and economically advisable for investment to ensure its use for decades to come. 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 multiple infrastructure systems, the High School building envelope, upgrade aging heating and ventilation systems with reliable, modern, energy efficient systems. There is more identified need than dollars available, as much of the needs identified below will be addressed as possible depending on bid/quote results.

The following is a list of high priority infrastructure 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 path will be developed 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. A new air handling unit and distribution ductwork will be designed and installed to serve the space.
- Complete required elevator code modernizations.
- Control systems are pneumatic and nearing the end of service life and are in need of replacement. A new a modern digital system will be installed to replace the existing. The new system will have significantly more programmability to better control temperature in spaces as well as scheduling ability to help save energy.
- 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 costly to operate. New heating water piping, boilers, pumps, air handling heating coils and finned tube radiation will be installed throughout the facility to replace the existing steam system.
- Most seats in the Auditorium are in poor shape. Auditorium seating will be refurbished 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. Exterior walls will be tuckpointed, damaged brick will be replaced, metal panels will be painted, and deteriorated joint sealants will be replaced.
- 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 many of the gutter sections still need to be replaced.
- 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. Any of the new windows that were installed at Chisholm Elementary will be relocated into the High School. These won't be able to be relocated until after the new Elementary Addition is completed.

- The electrical vault serving the building leaks during rain events. The asphalt above the vault needs 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 for all students.
- Seating improvements in the Auditorium will benefit both students and the community as a whole to better support concerts, plays, etc.
- Improved operational efficiencies through more efficient systems.
- Reliable heating and ventilation systems that meet current codes and improve health and safety of all occupants.



CITY CLERK'S OFFICE City Hall Building 316 W. Lake Street Chisholm, MN 55719 PH (218) 254-7900 FX (218) 254-7955	Date: <u>January 27, 2025</u> Invoice #: <u>2506</u>
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To: Chisholm ISD # 698
 Business Office
 300 SW 3rd Avenue
 Chisholm, MN 55719

Project	Reference

Description	Line Total
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Reimbursement for School Resource Officer - September-December 20:	10,500.00
<i>Sept \$3,000, Oct. \$3,000, Nov. \$3,000, Dec. \$1,500</i>	

Total	\$ 10,500.00
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Please contact Devin Ceglar at dceglar@ci.chisholm.mn.us or at 218.254.7910 if you have any questions.

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

Chisholm Public Schools Independent School District No. 695

Board Policy 522

Series: 500-Students

Subject: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Adopted/Revised: November 12, 2024

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and

which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are: Mark Morrison, mmorrison@chisholm.k12.mn.us 218-254-5726 ext. 2901, 300 SW 3rd Avenue, Chisholm, MN 55719

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.
- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.chisholm.k12.mn.us/page/office-of-civil-rights>.
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
 - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
 - 2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

- C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
 2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
 - a. a complainant;
 - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - c. the school district's Title IX Coordinator.
 3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
 - a. any school district student or employee; or
 - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- D. "Confidential employee" means
1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.
- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

1. A biological parent;
 2. An adoptive parent;
 3. A foster parent;
 4. A stepparent;
 5. A legal custodian or guardian;
 6. In loco parentis with respect to such a person; or
 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.
- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex

discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- b. The type, frequency, and duration of the conduct;
- c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the school district's education program or activity; or

3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or
 - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person’s safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- Q. “Student” means a person who has gained admission.
- R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
 - 1. Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
 - 2. Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.
- T. “Title IX” means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district’s consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate

would fundamentally alter the nature of its education program or activity is not a reasonable modification.

- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under

Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:

- a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
 - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
 - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

- 1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
- 2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

- 1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
 - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
 - [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
 - [g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
 - [h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

- ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint
 - f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
 - g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

- 1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
- 2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
- 3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
- 4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee

must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:
 5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
 6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
 7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless

of whether they are relevant:

- a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
 - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
 - a. The school district's grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
 - c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the

additional allegations to the parties whose identities are known.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:

1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
 - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing

Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.

B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.

C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:

1. The allegations;
2. The requirements of the informal resolution process;
3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;

5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
 6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
1. Restrictions on contact; and
 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
1. The school district is unable to identify the respondent after taking reasonable steps to do so;
 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
 4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on

the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:

1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

XI. APPEAL OF DETERMINATION

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include:

1. **The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**
2. **If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]**

XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.
 1. *All employees* must be trained on:
 - a. The school district's obligation to address sex discrimination in its education program or activity;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
 2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in

Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.

2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
 - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
 - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
 - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: **Chisholm Public Schools** prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.chisholm.k12.mn.us/>
5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and
Campus Crime Statistics Act (“Clery Act”))

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status
Nondiscrimination)

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

Chisholm Public Schools Independent School District No. 695

Board Policy 522

Series: 500-Students

Subject: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Adopted/Revised: January 10, 2025

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:
Mr. Mark Morrison, Superintendent of Schools
218-254-5726 ext. 2900
300 SW 3rd Avenue
Chisholm, MN 55719
mmorrison@chisholm.k12.mn.us

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual

harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the

same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
 - 1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 - 2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, FERPA regulations, 34 Code of Federal Regulations, part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations, part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person

holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be

investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency

basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;

- 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
 - D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party

wants asked of any party or witness.

- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination

regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the

Assistant Secretary for Civil Rights of the United States Department of Education, or both; and

4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status
Nondiscrimination)



2025

CHISHOLM SCHOOL BOARD

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
		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		

August						
S	M	T	W	T	F	S
					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						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						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						

December						
S	M	T	W	T	F	S
	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			

2025 Holidays for United States

Jan 1 New Year's Day
 Jan 20 Martin Luther King Jr. Day
 Feb 14 Valentine's Day
 Feb 17 Washington's Birthday
 Mar 17 St. Patrick's Day
 Apr 15 Tax Day
 Apr 20 Easter Sunday
 Apr 23 Administrative Professionals Day

May 11 Mother's Day
 May 26 Memorial Day
 Jun 15 Father's Day
 Jun 19 Juneteenth
 Jul 4 Independence Day
 Sep 1 Labor Day
 Oct 13 Columbus Day
 Oct 31 Halloween

Nov 11 Veterans Day
 Nov 27 Thanksgiving Day
 Nov 28 Day after Thanksgiving Day
 Dec 24 Christmas Eve
 Dec 25 Christmas Day
 Dec 31 New Year's Eve

At the Independent School District No. 695 Board meeting held on February 10, 2025 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 25-02-10

RESOLUTION ACCEPTING DONATION OF 2003 PONTIAC GRAND AM VEHICLE FROM BOB KEOGH TO SUPPORT STUDENT INDUSTRIAL PROGRAMS AT CHISHOLM HIGH SCHOOL.

RESOLUTION ACCEPTING DONATION OF WINTER HATS AND MITTENS FROM BIG LIFE TEAM - MY PLACE REALTY TO SUPPORT CHISHOLM ELEMENTARY AND VAUGHAN STEFFENSRUD ELEMENTARY.

RESOLUTION ACCEPTING DONATION OF WINTER CLOTHING FROM DILLON & SHELLY PERKOVICH TO SUPPORT VAUGHAN STEFFENSRUD ELEMENTARY SCHOOL.

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 10th day of February 2025.

BY ORDER OF THE SCHOOL BOARD

School District Clerk

2024-2025 School Enrollment

Grade	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
VPK	19	19	19	19	19	19			
KG	47	47	51	50	51	50			
1st	48	47	46	47	47	47			
2nd	43	42	43	42	42	42			
3rd	48	48	49	49	49	50			
4th	48	48	48	48	48	48			
5th	43	44	45	43	43	43			
6th	51	52	53	54	54	54			
7th	42	42	42	41	41	41			
8th	48	47	46	46	44	44			
9th	48	48	47	46	46	46			
10th	67	66	65	65	63	64			
11th	45	43	42	42	42	42			
12th	45	45	45	45	45	45			
Total	642	638	640	636	633	634			